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INTRODUCTION

Welcome to United Systems Appraisal Studio. This manual will instruct you on how to operate Appraisal Studio and how to create an appraisal report from beginning to end.

Appraisal Studio is a computer software program that allows appraisal forms to be quickly and accurately filled in. It takes advantage of the computer's ability to perform math, quick entries and other processes. There are many forms that can be added to your selection and additional options are available.

The new digital version of your report can now be transmitted with ease to lenders, banks and mortgage companies through e-mail as well as archived easily, reducing the need for large amounts of storage space for paper-based reports.

This manual will give you the basics on installing your software, creating a report, entering in comparable listings from the database, printing forms and setting up electronic delivery for transmitting reports electronically to your lenders.

United Systems Software Company is committed to providing real estate appraisers technology that allows them to remain productive and efficient in the fast paced real estate industry. We have spent over two decades as your partners and we are committed to your future success as well.

GETTING HELP

Appraisal Studio Support
Appraisal Studio Requirements

Appraisal Studio Support

User's Guide

The Appraisal Studio User's Manual contains comprehensive, detailed information on using the software. This manual includes step-by step procedures, reference information and demonstrations.

Technical Support

If, after reading the user's manual you decide that you require additional training with this program, there are numerous options available. United Systems offers you access to high-quality, responsive technical support. We recognize that support needs vary from user to user; our product support services allows you to receive the type of support that best meets your needs.

Telephone Training

Training via telephone is available for users as well as multiple users (conference call). A United Systems Software Technician will walk you through all facets of Appraisal Studio. Training is available in one-hour increments. Please contact your account representative to schedule a training session. Technical Support can be reached at (800) 241-4756.

FAX

You can reach the support department by facsimile at (480) 449-2657. Use the fax line to send your support engineer questionable printouts or written descriptions of a problem. The support department is also available to answer many questions using its automated fax service. Make sure we have your current fax number to expedite your request.

Support via Electronic Mail

You can contact the next available technical support engineer by sending an e-mail to **support@unitedsystems.com**. Be sure your reply address is correct so that the engineer can return your message promptly. Include your name, account number and a detailed description of the problem you're experiencing.

If you need information on renewing your support contract, contact your sales representative at (800) 969-8727. Your support contract entitles you to all of the benefits listed above as well as periodic software updates.

Version Insurance Protection & Support

United Systems Software Company offers the comprehensive Version Insurance Protection (VIP) program to provide its customers with the latest product updates, new product information, discount on future purchases, and access to the United Systems Product Support Line. The VIP program is provided on an annual basis for a fee that is price based on the size and needs of your company.

When forms change, regulations change or new features are added to the software, you can ensure that you'll receive the latest update by enrolling in the Version Insurance Protection program. Your account representative is prepared with the latest pricing structure and benefits included in this program.

Helping your support Engineer Help You

Providing product support can be challenging, since practically everyone has different computer configurations. To assist the support engineers in providing you with the best possible service, when calling in for technical support please be at your computer and have the following information ready:

- Your account number
- The version of the program and operating system you are using (click the help button to get the version number)
- The exact wording of any messages that appeared on the screen.
- What happened and what you were doing when the problem occurred.

Appraisal Studio Requirements

CATEGORY	MINIMUM SPEC's	RECOMMENDED SPEC's
Processor (CPU)	Pentium II or better	Pentium III or better
Memory (RAM)	64 MB	128 MB or more
Hard Drive	100 MB free space	1 GB free space
Monitor	15"	17" or larger
Video Colors	8 bit (256 colors)	16 bit (65,536 colors)
Video Resolution	800x600	1024x768
Modem	33,600 or faster	DSL/Cable/ISDN
CD-ROM	8X	44X
Operating System	Windows 98/ME/NT/2000/XP	Windows 2000/XP
Digital Camera	TWAIN Compliant	TWAIN Compliant
Scanner	TWAIN Compliant	TWAIN Compliant

GETTING STARTED

Computer Screen Configuration
Installation
First Time Use
Configuration
What's on your Screen?

Computer Screen Configuration

Proper configuration of your computer settings is essential. If your computer resolution is not set up properly, Appraisal Studio will not operate correctly.

Figure 2.1

To configure your computer resolution, right-click on your computer screen desktop and select Properties (**Figure 2.1**). The "Display Properties" window screen will appear – click on the "Settings" tab (**Figure 2.2**).

Make sure configurations are set at a minimum "800 by 600 pixels" for the Desktop Area. If it is less than 800x600, Appraisal Studio will not operate properly. To change the Desktop Area, click on the slide bar and move the cursor to the correct setting.

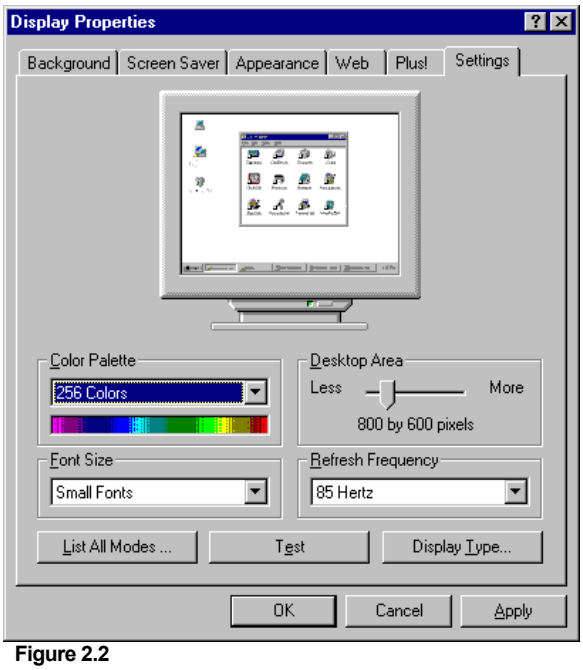


Figure 2.2

Also make sure the font size is set to "Small Fonts" in order to display the data and the forms correctly.

The "Color Palette" must be set to a minimum of 256 Color. If the number for the color is set lower than 256, many of the screens in Appraisal Studio will display incorrectly.

Once you have set the computer resolution correctly, click on Apply and then click on OK.

Depending on how you have Windows configured, you may need to restart your computer again. Windows may ask you if you want to keep these settings, select Yes right away. If you delay or do not click on "Yes", Windows will revert back to its original settings.
After you change your settings, close the control panel and ***make sure all other programs are closed before installing Appraisal Studio***.

Installation

Standard Installation

Appraisal Studio installation is easy. After a few steps, Appraisal Studio copies the software and creates a United Systems program group and desktop icon. If you are a network administrator, you will find more information on how to install Appraisal Studio Network Version in Appendix B.

Before you begin installing Appraisal Studio on your computer, make sure that Windows 98/2000/XP is installed on your computer and the computer meets the minimum requirements stated in the Getting Help Appraisal Studio Requirements section.

Note: *Make sure all other programs are closed before installing Appraisal Studio.*

Insert your Appraisal Studio CD into the CD-ROM drive of your computer. This will initiate the auto-run feature on the CD.

Note: *If your system does not bring up the installation screen automatically when you insert the CD into your hard-drive, you may have the auto-run feature disabled on your PC. To bring up the installation screen, follow these instructions: Click on the **Start** button from your Workstation. Select "Run" from the Start Menu and type the drive letter of the CD-ROM followed by :/**setup.exe**. Then click **OK**.*

Note: *The Adobe Acrobat software that is included with Appraisal Studio is the Acrobat Reader. In order to send reports in PDF Format, the full version of Adobe Acrobat must be purchases from your local software supplier or online at http://www.adobe.com/.*

The **United Systems Software Setup Menu** will appear (**Figure 2.3**). Click on **Appraisal Studio (Standard)**, then click **Install This Program**.

After the Install Shield Wizard prepares your computer for the installation, the Appraisal Studio installation screen (**Figure 2.4**) will appear. Click on **Next** to continue the installation process.

Once you have clicked on Next, read the "Software License Agreement" and click on **Yes** to continue (**Figure 2.5**).

The "Choose Destination Location" screen will appear showing you the location for your Appraisal Studio installation (**Figure 2.6**). It is recommended that you use the default location and do not change the destination folder.

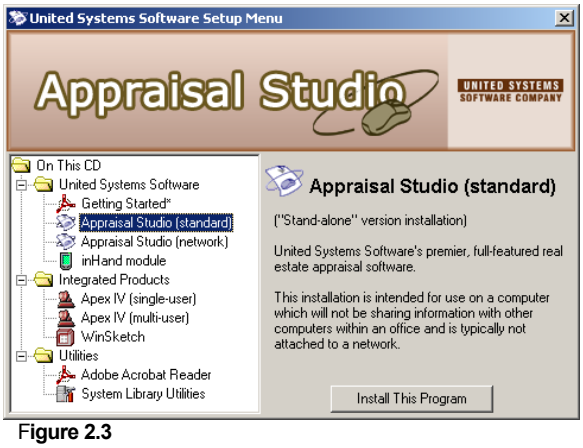

United Systems Software Setup Menu
Appraisal Studio
UNITED SYSTEMS SOFTWARE COMPANY
On This CD
United Systems Software
Getting Started*
Appraisal Studio (standard)
Appraisal Studio (network)
inHand module
Integrated Products
Apex IV (single-user)
Apex IV (multi-user)
WinSketch
Utilities
Adobe Acrobat Reader
System Library Utilities
Appraisal Studio (standard)
("Stand-alone" version installation)
United Systems Software's premier, full-featured real estate appraisal software.
This installation is intended for use on a computer which will not be sharing information with other computers within an office and is typically not attached to a network.
Install This Program

Figure 2.3

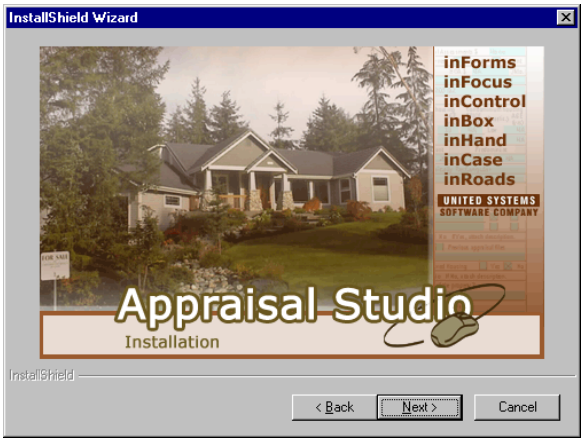


Figure 2.4

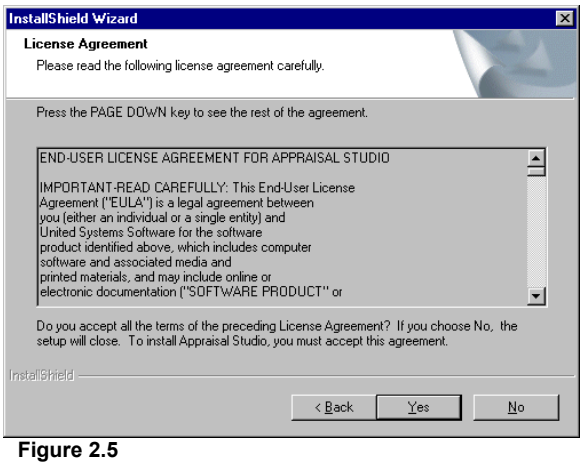

InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
END-USER LICENSE AGREEMENT FOR APPRAISAL STUDIO
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and United Systems Software for the software product identified above, which includes computer software and associated media and printed materials, and may include online or electronic documentation ("SOFTWARE PRODUCT" or
Do you accept all the terms of the preceding License Agreement? If you choose No, the setup will close. To install Appraisal Studio, you must accept this agreement.
InstallShield
< Back
Yes
No

Figure 2.5

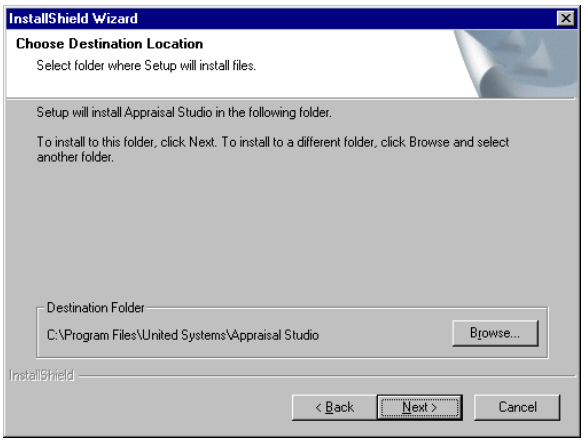

InstallShield Wizard
Choose Destination Location
Select folder where Setup will install files.
Setup will install Appraisal Studio in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\United Systems\Appraisal Studio
Browse...
InstallShield
< Back
Next >
Cancel

Figure 2.6

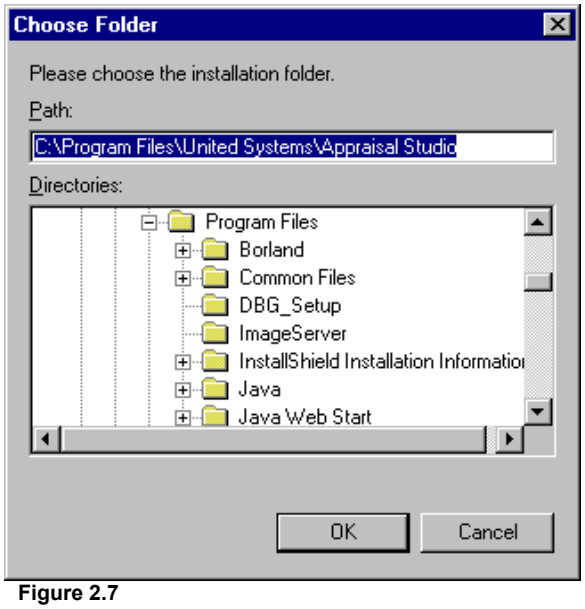


Figure 2.7

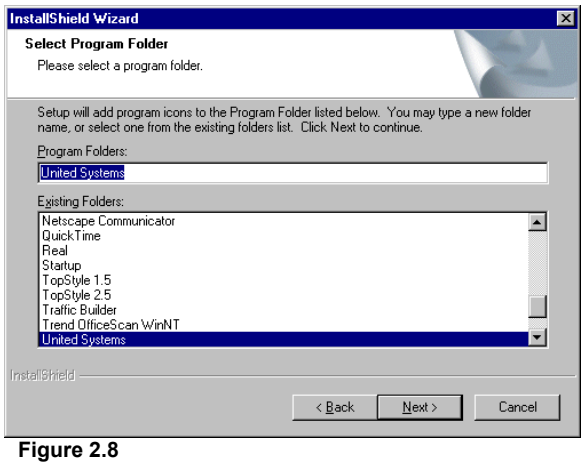


Figure 2.8

Note: *If you need to change the destination folder, click on the* ***Browse*** *button. This will bring up a directory list - "Choose Folder."* (**Figure 2.7**) *Select the folder where you wish to install Appraisal Studio. Click on the directories to the desired location. Click on* ***OK*** *once completed. This will return you to the "Choose Destination Location" screen. Click on* ***Next*** *to continue.*

The "Select Program Folder" window will ask which Program Folder you wish to install Appraisal Studio in (**Figure 2.8**). By default, it will recommend installation in the United Systems folder. We strongly recommend you leave the default folder as your selection. When you have chosen your Program Folder, click **Next** to continue.

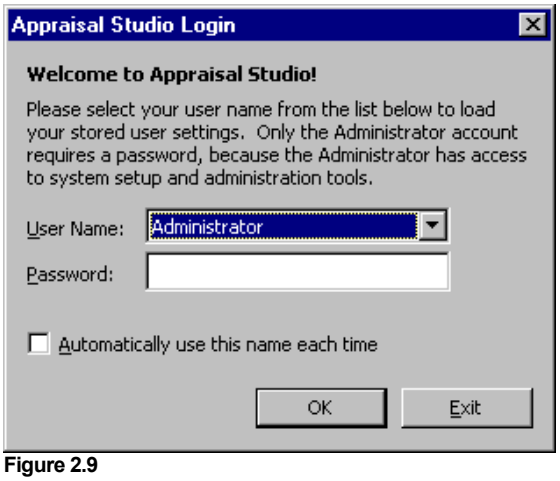
A window summarizing the choices you have made regarding your installation will appear. Verify that this information is correct, and click **Next** to begin installation. If anything is incorrect in this information, click **Back** through the options and make the desired changes.

Once you click Next on the "Start Copying Files" window, Appraisal Studio will begin copying all files to your computer. When copying is complete, the very first screen from the beginning of the installation process will appear. If you wish to install additional applications, such as Apex or Acrobat Reader, you can do so at this time. Otherwise, exit this screen and open your newly installed Appraisal Studio.

First Time Use

To start Appraisal Studio, click on the **Start** button from your workstation. Select **Programs**, **United Systems,** and then click on **Appraisal Studio** or double-click on the Appraisal Studio icon on the main desktop.

When you are starting Appraisal Studio for the first time, the "Login" window screen will appear and ask you for a user name (**Figure 2.9**). From the drop-down menu, click on the drop-down arrow at the end of the User Name text box and choose the user name **Administrator** and type in "**password**" in lower case as the default password. If you are logging in for the first time, the only user name available is administrator. You may select to automatically use this name each time by checking the box in the left hand corner. This will bypass the login and password screen and start Appraisal Studio.

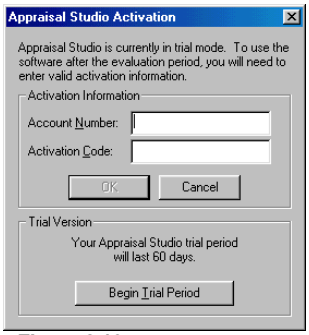

Appraisal Studio Login
Welcome to Appraisal Studio!
Please select your user name from the list below to load your stored user settings. Only the Administrator account requires a password, because the Administrator has access to system setup and administration tools.
User Name:
Administrator
Password:
Automatically use this name each time
OK
Exit
Figure 2.9

Click on **OK** to start Appraisal Studio.

Note: *Only the administrator can add or remove users. If your user name is not on the drop-down menu, contact your office administrator. To receive administrator privileges, you must be logged in as "Administrator". For user access rights, continue to Configuration.*

Note: *Only the Administrator account requires a password to log in to Appraisal Studio. Other user's passwords will only be required once those users wish to sign a report. See Signing a Report later in this manual.*

Once you log into Appraisal Studio for the first time, you will be prompted to enter your activation information (**Figure 2.10**). If you are evaluating Appraisal Studio, click the "Continue Trail Evaluation". The evaluation period lasts for 30 days.


Appraisal Studio Activation
Appraisal Studio is currently in trial mode. To use the software after the evaluation period, you will need to enter valid activation information.
Activation Information
Account Number:
Activation Code:
OK
Cancel
Trial Version
Your Appraisal Studio trial period will last 60 days.
Begin Trial Period
Figure 2.10

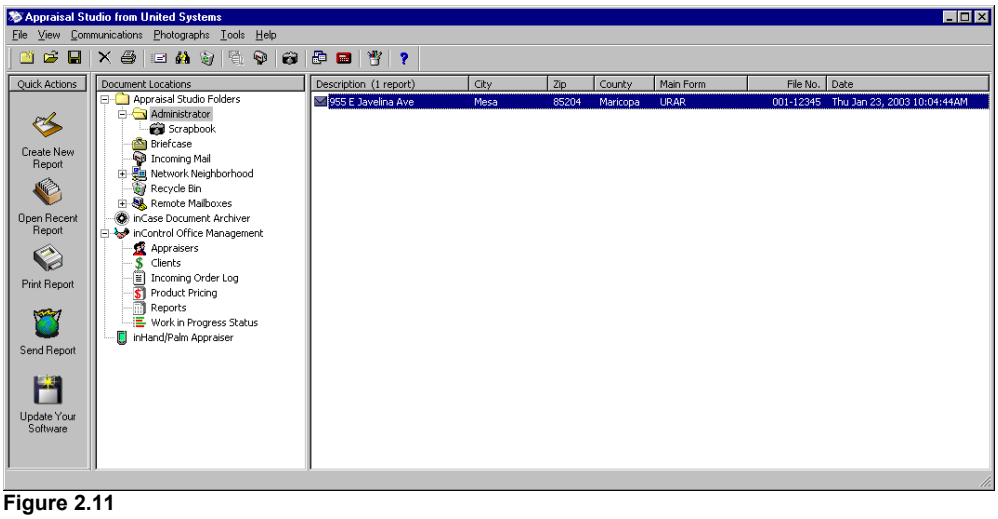
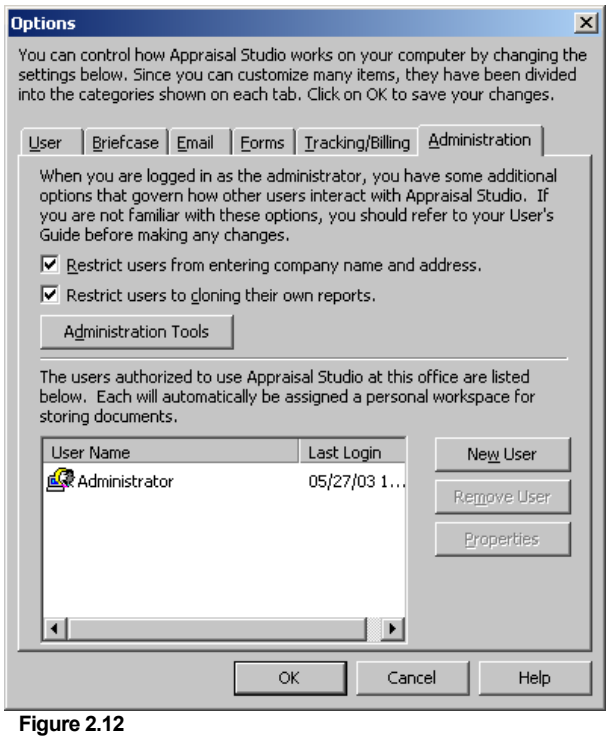


Figure 2.11

Configuration

After you install Appraisal Studio, you need to make some initial configuration settings. To configure your Appraisal Studio software, click on **View** in the menu bar and click on Options. To choose the administrator features click on the "Administration" tab. This will display Administration options (**Figure 2.12**).


Options
You can control how Appraisal Studio works on your computer by changing the settings below. Since you can customize many items, they have been divided into the categories shown on each tab. Click on OK to save your changes.
User
Briefcase
Email
Forms
Tracking/Billing
Administration
When you are logged in as the administrator, you have some additional options that govern how other users interact with Appraisal Studio. If you are not familiar with these options, you should refer to your User's Guide before making any changes.
Restrict users from entering company name and address.
Restrict users to cloning their own reports.
Administration Tools
The users authorized to use Appraisal Studio at this office are listed below. Each will automatically be assigned a personal workspace for storing documents.
User Name
Last Login
Administrator
05/27/03 1...
New User
Remove User
Properties
OK
Cancel
Help
Figure 2.12

When logged in as the Administrator, you have additional options that govern how other users interact with Appraisal Studio. These options include restricting other users from entering, deleting or editing company information (such as company's name and address), adding and deleting users, changing passwords of existing users, managing digital signatures, and Administration Tools (discussed in greater detail later in this manual). To restrict users from changing such information, click on the **Restrict user from entering name and address** box in this window.

To Add A New User

In order for a new user to begin using Appraisal Studio, the administrator needs to provide a user name and password. A folder will be created with this user's name and the name will automatically appear on any reports that are created by this new user. Only people logged in as Administrator can see the Administration tab.

Click on **New User** button. The New User window will appear (**Figure 2.13**). If you are using a signature disk, insert the disk in the drive and click on the **Use Signature Disk** button and the user is added automatically. If installing a user without a scanned in signature, click on the **Select File Manually** button. Type in the user's name and enter a user password. Choose an empty signature and click on **OK**.

New User
When creating new users, you have the option of using a signature disk provided by United Systems, or selecting a bitmap file manually. If you're using a signature disk, Appraisal Studio will create all of your new users in one step.
If you're adding a user that does not require an electronic signature, such as a receptionist, select the manual option. You can then instruct Appraisal Studio to bypass the signature requirement for new users.
Use Signature Disk
Select File Manually
Cancel
Figure 2.13

Using your Signature Disk

If you are using a signature disk provided by United Systems, the process for adding a new user and their signature is automated. *To receive a signature disk, you must fill out, sign and send in the form in Appendix A. Stamps and seals are required in some states. If you would like to add a stamp along with your signature form, include the stamp on the form you send in.* If the user was previously installed with an empty signature, remove the user and then reinstall with signature disk. Put the signature disk in a disk drive and click on the **Use Signature Disk** button. Appraisal Studio will search all available floppy drives. If Appraisal Studio finds a signature disk, it will add the user's name automatically. Appraisal Studio will set a default password for each user it adds. The default password is "password".

Install User Manually

To install a user manually, you first need a properly scanned signature disk. Click on **Select File Manually**. The user name field will appear highlighted. Type the new user's name and press the tab key. This will move the cursor to the password field. Type the user's password in both password fields.

Note: *The password should be a maximum of eight characters. For security reasons, the password should not be the user's name. Use "password", birth date or any other easily remembered word.*

Deleting a User

If you delete a user, you permanently prevent that user from accessing their account and Appraisal Studio. Click on **View** in the Menu Bar and click on **Options** in the drop-down menu. Select the "Administration" Tab. Highlight the user and click on **Remove User**.

Note: *This does not delete the User's folders and reports.*

Editing A User Account

In the Administration tab, highlight the user and click on **Properties**. The "User Properties" screen displays (**Figure 2.14**). This is the same screen that appears when you are adding a user manually. This screen allows the administrator to change a user's password.

User Properties
In order for this new user to begin using Appraisal Studio, you need to provide a user name and password. A folder will be created with this user name name will automatically appear on any reports created by him or her.
User Name:
New User
Password:
****
To make sure you typed the password above exactly as intended, please re-type it in the box below. If the two entries do not match, Appraisal Studio will alert you.
Verify Password:
You can specify a bitmap file that contains this user's signature or create an account with an empty signature. If you select a bitmap, it will be automatically encrypted. At that point, you may remove the bitmap version of the signature if you wish.
Use an empty signature.
Let me select a bitmap file that contains the signature.
Browse
OK
Security
Cancel

Figure 2.14

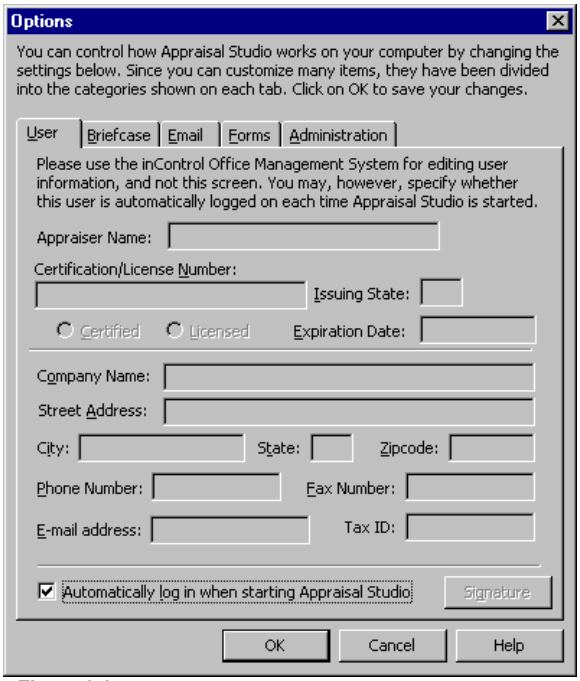
Forgotten Passwords

If a user forgets their password, the Administrator can change the password at any time. However, if the Administrator forgets their password, the registered owner of Appraisal Studio must contact Technical Support and provide proof that they are in fact, the registered owner. The Support Technician will be able to decrypt the forgotten password. There will be a charge for this service.

User Tab Setup

After configuring the administration tab, the next step is to configure the remaining tabs. To configure your company information and appraiser information enter this in the "User" Tab (**Figure 2.15**). This allows for the company information to print on the top of the appraisal forms. If the company name and address is grayed out, the user will not be able to modify this information. To have access to this information, the administrator must uncheck the "Restrict user…" box in the Administration tab.

Other than the company information fields, the remaining fields are unique to each user. This user information will be automatically added to the proper fields within each form. You can edit the user information fields in each form.


Options
You can control how Appraisal Studio works on your computer by changing the settings below. Since you can customize many items, they have been divided into the categories shown on each tab. Click on OK to save your changes.
User
Briefcase
Email
Forms
Administration
Please use the inControl Office Management System for editing user information, and not this screen. You may, however, specify whether this user is automatically logged on each time Appraisal Studio is started.
Appraiser Name:
Certification/License Number:
Issuing State:
Certified
Licensed
Expiration Date:
Company Name:
Street Address:
City:
State:
Zipcode:
Phone Number:
Fax Number:
E-mail address:
Tax ID:
Automatically log in when starting Appraisal Studio
Signature
OK
Cancel
Help
Figure 2.15

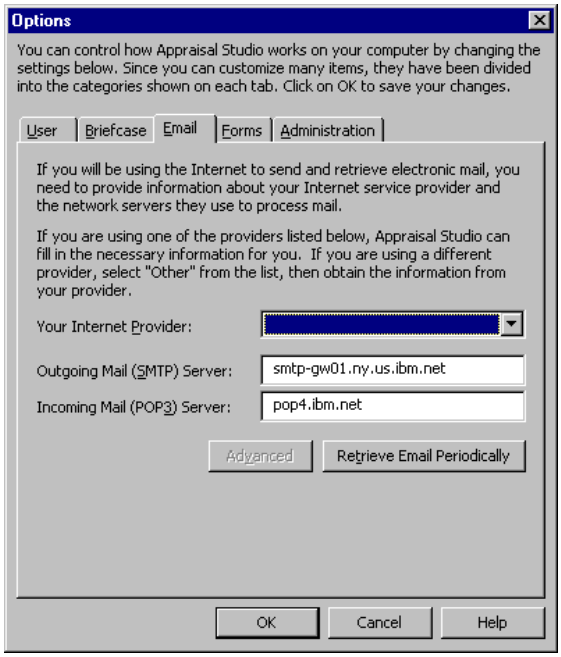
Briefcase Tab Setup

The "Briefcase" tab is intended to let you transport documents between locations, such as your home and office. To use the "Briefcase" tab, you need to specify a drive on your computer that can be used to temporarily store documents. First install a disk in the drive you wish to use as your briefcase. Then, using the drop-down menu list, click on the drive, Floppy or Zip Drive that you wish to use as your briefcase.

Note: You cannot open a report from Briefcase. You must first move it to a folder before opening.

E-mail Tab Setup

In order to be able to send and receive appraisals and appraisal orders, you must be connected to the Internet. First you need to get information from your local Internet Service Provider (ISP), specifically your SMTP Server information and POP3 Server Information. Enter the data in the required fields and choose your Internet Provider (**Figure 2.16**).


Options
You can control how Appraisal Studio works on your computer by changing the settings below. Since you can customize many items, they have been divided into the categories shown on each tab. Click on OK to save your changes.
User
Briefcase
Email
Forms
Administration
If you will be using the Internet to send and retrieve electronic mail, you need to provide information about your Internet service provider and the network servers they use to process mail.
If you are using one of the providers listed below, Appraisal Studio can fill in the necessary information for you. If you are using a different provider, select "Other" from the list, then obtain the information from your provider.
Your Internet Provider:
Outgoing Mail (SMTP) Server:
smtp-gw01.ny.us.ibm.net
Incoming Mail (POP3) Server:
pop4.ibm.net
Advanced
Retrieve Email Periodically
OK
Cancel
Help
Figure 2.16

When you sign up for the Internet access with an ISP, make sure that they can provide a direct connection to the Internet. Avoid network communities such as America Online, Microsoft Network, etc. These networks have gateways that often corrupt Appraisal Studio's data and forms. If your Internet Service Provider is listed in the dropdown list, choose it by clicking on the dropdown arrow. Their POP3 and SMTP server information will automatically be inserted. If you are using a different ISP, choose "other" from the drop-down menu and insert their SMTP and POP3 server information in their field boxes. Your Internet provider will provide this information.

Forms Tab Setup

This screen (**Figure 2.17**) allows you to set a single font for the entire document.

Note: *We recommend you leave "Default Font". For specifics, contact our Technical Support.*

You are also given an option regarding the format of the text that is automatically inserted into the report, specifically using all uppercase text. You can also set the program to automatically overwrite any data already in the field.

Appraisal Studio automatically stores neighborhood data for use in reports created later. You can store this data by neighborhood name or map reference. Thus when completing a report, if you type the same neighborhood or map reference as a previous report (depending on which option here you choose) Appraisal Studio will auto-fill various fields for you based on the information on a previous report in the same neighborhood or map reference.

Appraisal Studio provides certain popup windows that allow you to use external calculations in the following areas: depreciation calculator, site dimensions, and vacant land adjustments. By clicking on the "Popup Window" button and then clicking on the check box next to the items listed, you can enable or disable that window from appearing while you edit your report (**Figure 2.18**).

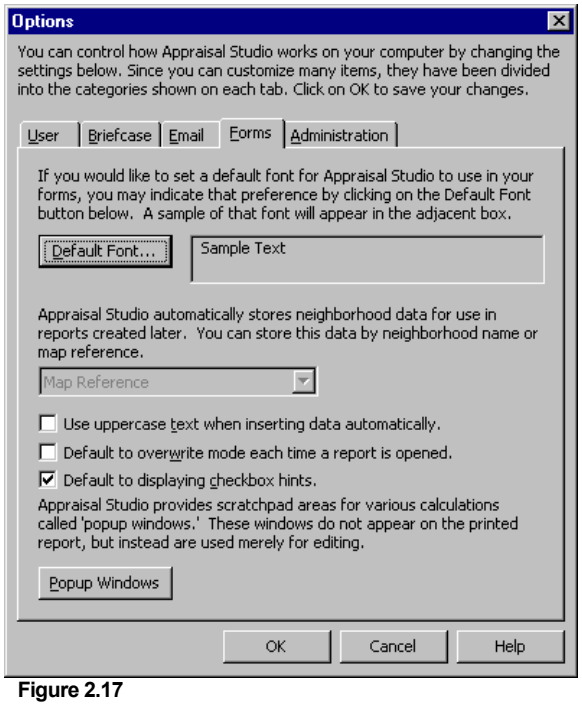

Options
You can control how Appraisal Studio works on your computer by changing the settings below. Since you can customize many items, they have been divided into the categories shown on each tab. Click on OK to save your changes.
User
Briefcase
Email
Forms
Administration
If you would like to set a default font for Appraisal Studio to use in your forms, you may indicate that preference by clicking on the Default Font button below. A sample of that font will appear in the adjacent box.
Default Font...
Sample Text
Appraisal Studio automatically stores neighborhood data for use in reports created later. You can store this data by neighborhood name or map reference.
Map Reference
Use uppercase text when inserting data automatically.
Default to overwrite mode each time a report is opened.
Default to displaying checkbox hints.
Appraisal Studio provides scratchpad areas for various calculations called 'popup windows.' These windows do not appear on the printed report, but instead are used merely for editing.
Popup Windows
OK
Cancel
Help

Figure 2.17

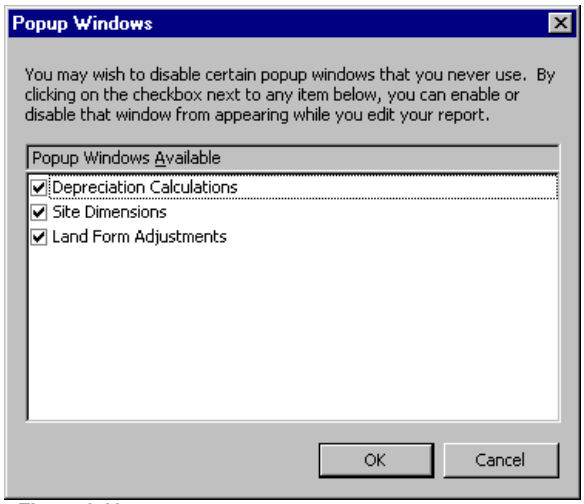

Popup Windows
You may wish to disable certain popup windows that you never use. By clicking on the checkbox next to any item below, you can enable or disable that window from appearing while you edit your report.
Popup Windows Available
Depreciation Calculations
Site Dimensions
Land Form Adjustments
OK
Cancel

Figure 2.18

What's on your Screen?

If you are new to Appraisal Studio, you will need to learn how to choose commands, select dialog box options and work with document windows. The following pages will explain items that you will see on the screen. This section provides an overview of the major elements on the Appraisal Studio screen.

The Menu Bar

The menu bar lists the options you can select to access Appraisal Studio functions. In the startup window, and in subsequent windows, some of the menu options may be grayed-out. This means that a particular menu option is unavailable with the current window.

File
Create New Appraisal Report, Create New Folder, Create Remote Mailboxes, Open File, Realink Web Site, United Systems Web Site, AppraisalPort Mailbox, Import Single Reports, Import Migration Utility, Save All, Delete, Restore, Rename Folder, Print, Print Setup, Send, Find a Report, Empty Recycle Bin, Log in as Another User, Exit

View
Quick Actions, Tool Bar, Display Properties, Template Manager, Options, Refresh

Communications
Associate Folder with E-mail Address, Retrieve E-mail

Photographs
Add Photos to Library, Rebuild Photo Library, Edit Photo Library, Empty the Photo Library, Add Photos to Scrapbook, View the Photo Scrapbook, Empty the Photo Scrapbook

Tools
Get the Latest Update, Purchase New Products, Comparable Property Database, Standard Calculator, Reload Files, Configure External Applications

Help
Help Topics, Computer Benchmark, About Appraisal Studio.

The Tool Bar

The tool bar contains buttons that represent various shortcuts to access menu functions. This tool bar can be displayed or hidden by clicking **view** in the menu bar and then clicking on Tool Bar.

Create New Document
Open a new appraisal report.

Open
Open an existing appraisal report.

Save
Save appraisal report.

Delete
Delete Appraisal Report.

Print
Print current document.

Send Mail
Send active documents through E-mail.

Find report
Search through all folders for a report

Empty Recycle Bin
Empty contents of the Recycle Bin

Retrieve E-mail
Retrieve E-mail.

New Mailbox
Create a new Remote Mailbox.

Scrap Book
Add photos to Scrap Book.

Database
Comparable Property Database.

Calculator
Standard calculator.

Display
Display property window.

Help
Help files.

Quick Actions

When Appraisal Studio starts up, the Quick Action panel window appears on the left hand side of the main screen (**Figure 2.19**). This is a good starting point for several tasks such as Create a New Report, Open a Recent Report, Print a Report, Send a Report, and Update your Software.

The Tool Bar icons in this window can be toggled on (displayed) or off (invisible) by clicking on **View** in the menu bar and then on "Quick Actions".

Figure 2.19

Folder Management
Starting a Report
Report Navigation Bar
Software Management
Keyboard Shortcuts
Editing Primary Forms
Editing Secondary Forms

Folder Management

Appraisal Studio makes it easy to create and manage files, which allows each user to customize their report management. For example, a user may want to separate their reports by report type (URAR, Condo, Land, etc.), city of the subject, property address, or completed and in progress reports.

A folder can be created under a user's main folder, as well as sub-folders. To create a new folder, highlight the folder that you wish to create a folder under. Right-click your mouse and select "Create Sub-Folder" (**Figure 3.1**). This places a new folder directly underneath the original folder with the name "New Folder" highlighted and blinking. Type in the name you want to label the folder and click outside the area to save the new folder name.

If you decide to change the name of a folder, highlight the folder and click on **File** in the Menu Bar and select **Rename** or right-click on the highlight folder and select **Rename**. Type the new name of the folder.

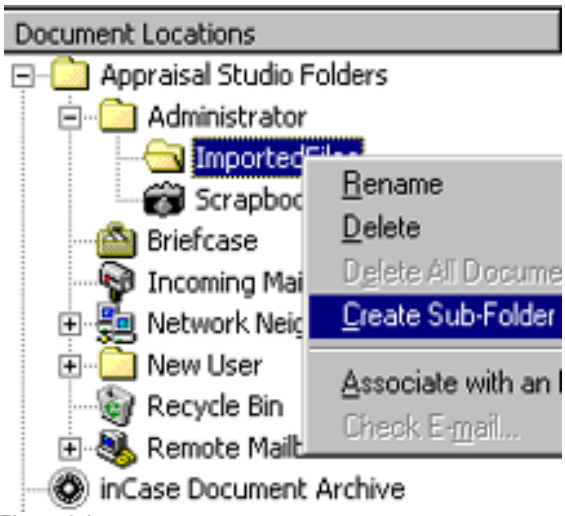


Figure 3.1

Note: *You will not be able to change the name of Appraisal Studio components. Also, user's main folders cannot be renamed using this method. To change a user's name, see Administration Options.*

Deleting a Report

Deleting a report is a very safe procedure. If you delete a report and later decide that you wish to undelete it, Appraisal Studio makes that process possible. When you delete a report through Appraisal Studio, you are moving it to the Recycle Bin. That report will remain in the Recycle Bin until you choose to empty it. Thus, you have a chance to restore a report before it is gone forever – not to mention your back up copy.

There are several ways to delete a report in Appraisal Studio. The first way is to right-click on the report you wish to delete. A pop-up menu will appear on your screen. You can then click on **Delete** to move the report to the **Recycle Bin**. You can also highlight a file and click on File in the menu bar and then click on **Delete**. Another way to delete a report is to highlight the item, click on that it and hold the left mouse button to drag the item to the Recycle Bin.

Note: *You can only delete reports you create. You cannot delete Appraisal Studio components such as the Recycle Bin, Mailboxes, Folders, etc. You also will not be allowed to delete users through this method.*

If you wish to restore a deleted item, click on the Recycle Bin folder to highlight it. Then click on the item that you wish to restore in the Recycle Bin and that item will be highlighted as well. Simply click on **File** in the menu bar and then select **Restore**. The item will be sent back to the folder it was originally deleted from. You can also right-click on the report you wish to restore. A pop-up menu will appear on your screen. Click on Restore to move the report back to the folder it was originally deleted from. Another way to restore a deleted item is to highlight it, click on it and hold the left mouse button to drag the item to the folder that you wish to restore it to.

Emptying the Recycle Bin

To empty the Recycle Bin, highlight a report in the Recycle Bin, right-click on that highlighted report and click on **Delete** from the menu. The report is now removed from Appraisal Studio's Recycle Bin. Another way is to click on the Recycle Bin's icon in the Toolbar.

Moving Files and Folders

Moving reports is easy in Appraisal Studio. Files can be moved from one user's folder to another, simply by dragging the report and dropping it into another user's folder. A menu will appear giving you the option to copy a document, move a document, or cancel the operation. If you click on **Copy this Document**, a file will be duplicated and placed in the other folder. If you choose **Move this Document**, the file is removed from the original folder and placed in the other folder. Clicking on **Cancel** obviously cancels the operation.

If you choose to copy or move a file to this new location and a file with the same name already exists in that new location, the window on the right appears (**Figure 3.2**). If you choose "Yes", the file that was in the new folder is overwritten with this new file. The old file is deleted and the new file is written in its place. It will not be possible to restore the old file. If you click on "No", the copy operation is cancelled.

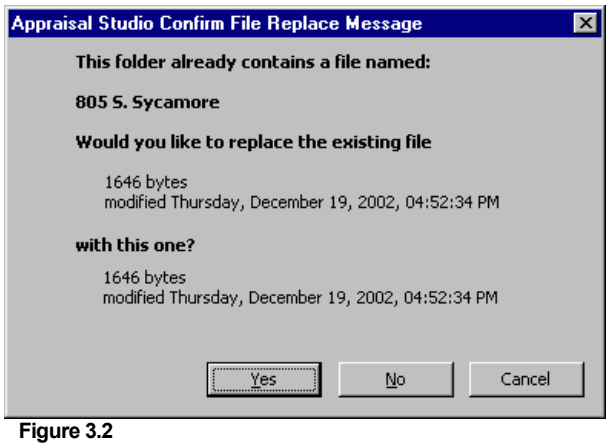

Appraisal Studio Confirm File Replace Message
This folder already contains a file named:
805 S. Sycamore
Would you like to replace the existing file
1646 bytes
modified Thursday, December 19, 2002, 04:52:34 PM
with this one?
1646 bytes
modified Thursday, December 19, 2002, 04:52:34 PM
Yes
No
Cancel

Figure 3.2

Starting a Report

This section will show you how to begin a report in Appraisal Studio. There are several ways to start a new report. You can click on "File" in the menu bar, then click on "New", and choose **Appraisal Report**. You can click on the "Create New Report" icon in the Quick Actions list. All these ways will bring up the "Create New Report" screen shown on the right (**Figure 3.3**). As you can see, there are several ways to achieve the same result. This is true with many "Windows" programs. In the future, this manual will demonstrate only one method or steps for each process. The reader, however, should keep in mind that there might be several different ways to get to the same place.

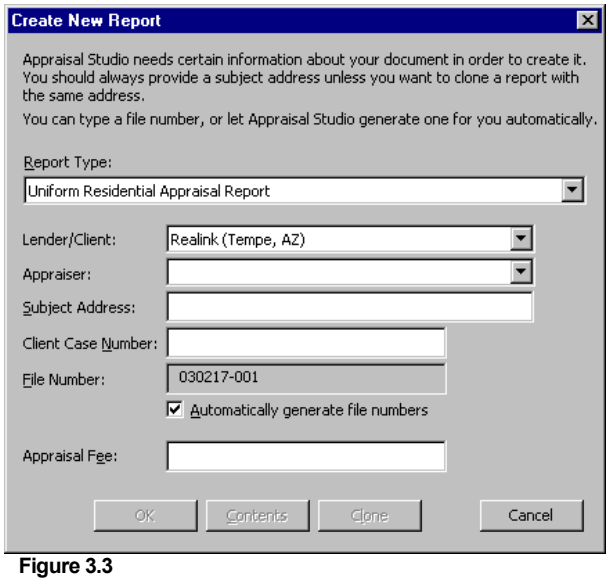

Create New Report
Appraisal Studio needs certain information about your document in order to create it. You should always provide a subject address unless you want to clone a report with the same address.
You can type a file number, or let Appraisal Studio generate one for you automatically.
Report Type:
Uniform Residential Appraisal Report
Lender/Client:
Realink (Tempe, AZ)
Appraiser:
Subject Address:
Client Case Number:
File Number:
030217-001
Automatically generate file numbers
Appraisal Fee:
OK
Contents
Clone
Cancel

Figure 3.3

Appraisal Studio needs some information about your report in order to create it. **The minimum information required is the report type and subject address.** Any information entered in the "Create New Report" window will be automatically entered in all forms that are included in this report.

If inControl office management has been purchases, the Appraiser field will default to the signed in user. You can change which appraiser the report is assigned to by clicking on the drop down list in the appraisal field. All appraisers (users) in Appraisal Studio will be included in the drop-down list. For adding lenders to the Lender field drop-down list, please refer to the Appraisal Tracking section. After all the data is entered, click on "OK" for creating a report based on a template or "Clone" to clone (**Figure 3.4**) existing reports.

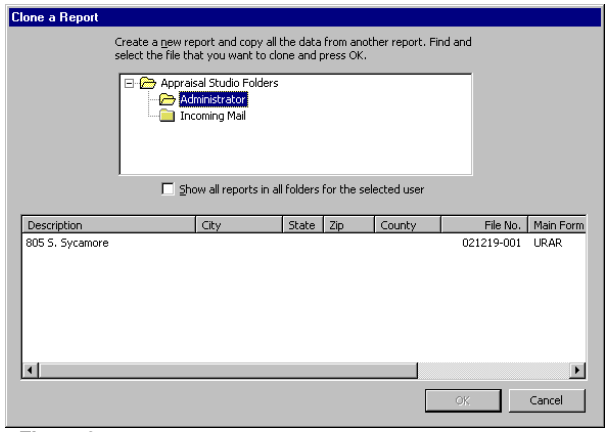


Figure 3.4

Cloning vs. Templates

There are two ways of creating a report, cloning an existing report or using a template. Cloning an existing report copies a previous report including all data and its associated forms, but inserts the information that you entered in the "Create New Reports" window. This is very useful for doing appraisal reports in the same or similar subdivisions.

Note: Do not copy a report to a different folder in Appraisal Studio and change the data to create a new report. Make sure to use the "Create New Report" icon to create new reports.

Master Reports:

An extremely efficient method is to create a master report. A master report is just a report with standard information filled in. You may find that most of your reports contain standard or identical information in some of the fields. For example, if you only work in one state, the state field will be the same for all your reports. You want to create a Master file with as much of the static fields filled in as possible. You can store this in a subfolder that you create and call it Master Files. Then when creating a new report, clone one of the master files and most of the fields that have common information will already be filled in. You now only have to fill in the information that is unique and specific to the new report.

Tip: *Label your master reports in the subject address field. Thus, a master URAR report will have "Master URAR" as the subject address.*

Creating a report using Templates

If you don't click on the "Clone" button, Appraisal Studio will start the report with some basic forms based on a template. Templates are groups of blank forms.

Managing Templates

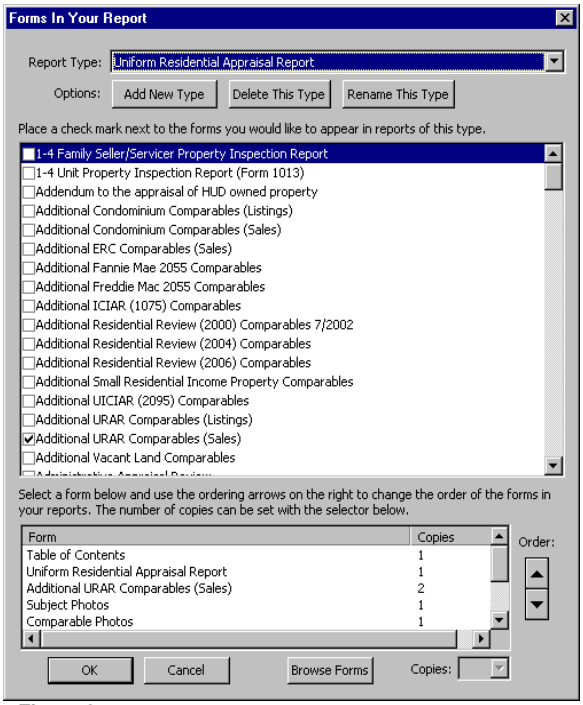

Forms In Your Report
Report Type:
Uniform Residential Appraisal Report
Options:
Add New Type
Delete This Type
Rename This Type
Place a check mark next to the forms you would like to appear in reports of this type.
1-4 Family Seller/Servicer Property Inspection Report
1-4 Unit Property Inspection Report (Form 1013)
Addendum to the appraisal of HUD owned property
Additional Condominium Comparables (Listings)
Additional Condominium Comparables (Sales)
Additional ERC Comparables (Sales)
Additional Fannie Mae 2055 Comparables
Additional Freddie Mac 2055 Comparables
Additional ICIAR (1075) Comparables
Additional Residential Review (2000) Comparables 7/2002
Additional Residential Review (2004) Comparables
Additional Residential Review (2006) Comparables
Additional Small Residential Income Property Comparables
Additional UICIAR (2095) Comparables
Additional URAR Comparables (Listings)
Additional URAR Comparables (Sales)
Additional Vacant Land Comparables
Select a form below and use the ordering arrows on the right to change the order of the forms in your reports. The number of copies can be set with the selector below.
Form
Copies
Table of Contents 1
Uniform Residential Appraisal Report 1
Additional URAR Comparables (Sales) 2
Subject Photos 1
Comparable Photos 1
Order:
OK
Cancel
Browse Forms
Copies:

Figure 3.5

To select what forms are included in a template, click on "View" and then "Template Manager" or click on the "Contents" button in the "Create New Report" window. Check the forms you would like to appear in reports of this type, and they will appear in the list below.

Once a form is highlighted in the bottom list, you can change its position in the appraisal using the up and down arrow keys. You can also set the number of copies of a particular form to be added to the report by highlighting the form in the bottom list and using the "Copies" dropdown list. You can only have one copy of a primary form per report. A primary form is the main form in the report, such as the URAR form.

Note: *The only reports that appear in the clone window are the ones in the mailbox of the current logged in User. If the report you want to clone resides in another mailbox, you will have to cancel this operation and copy the report you wish to clone into your mailbox and then start a new report from the beginning.*

After you have a report consisting of a primary form, and the layout, click on the **OK** button. Appraisal Studio will save the template layout.

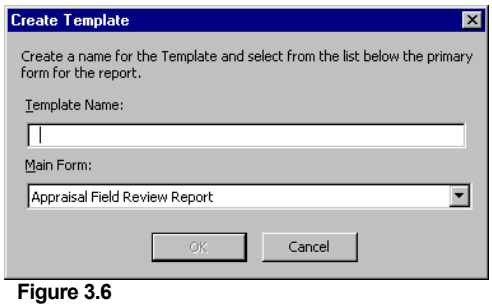

Create Template
Create a name for the Template and select from the list below the primary form for the report.
Template Name:
Main Form:
Appraisal Field Review Report
OK
Cancel

Figure 3.6

Adding New Templates

You can create and add your own template. Click on the "Add New Type" button. Type a name for this new template and select the main form. The new template will automatically be selected in the "Template Name" field.

Adding and Removing Forms in a Report

Forms can be added or removed from a report at any time. However, it is recommended that you include all your necessary forms from the beginning of the report when it is created. To add, remove or re-order forms, click on the **Manage Forms** button (in the Report Navigation Bar).

Using the form packages on the left side of the split screen, select the forms that you want to have in this report. You can do this by either double-clicking on the form that you want, or by highlighting it and hitting the **Enter** key on your keyboard.

Once you have selected all of the forms, you will want to adjust the order of the forms. Select a form and then use the "Up" and "Down" buttons to organize the order of forms.

To customize form names, highlight a form on the right side. Press "F2" and edit the name of the form.

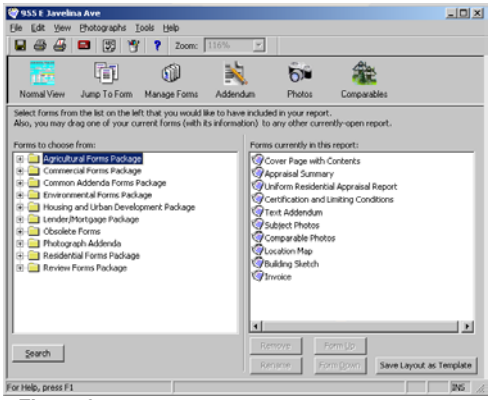


Figure 3.7

Primary Forms

The Primary Form is the main form in a report. Appraisal Studio allows you to select more than one primary form when selecting contents for your report. Appraisal Studio will inform you of your decision and ask you if you would like to proceed with this decision. Choose your desired option and click on **OK**.

Microsoft Word and Excel Forms

Appraisal Studio now allows you to include a **Microsoft Excel** or **Word** document in your report. From the Common Addenda Forms Package, select Excel spreadsheet addendum or Word document addendum (both letter and legal size are available). When you load the form, click on the form and choose the Excel or Word document you wish to insert. Please note: only the first page of an Excel document will be attached.

Opening an existing Report

To open an existing report, simply double-click on the address of the report that you want to open, or click on **Open Recent Report** in the Quick Action Tool Bar. This will open the report in a separate window. You can even open multiple reports simultaneously.

To open multiple reports at the same time, double click on the subject address of the first report and that first report will open in a separate window. Then click on the Appraisal Studio button in the task bar (usually on the bottom of the screen near the start button). Double-click on another subject address on the main Appraisal Studio screen and another report will open in a separate window.

Report Navigation Bar

When you open a report, you should see the Report Navigation Bar directly above the actual pages in your report. The six buttons in the Report Navigation Bar allow you to quickly access many tools that will make completing your reports faster, easier, and more efficient.

Normal View

This is the default view for your report. Click the Normal View button to return to this view. Normal view is where the majority of your report editing will take place.

Jump To Form

There are a few ways to get to the different forms in your report. In Normal View, you can use the horizontal and vertical scroll bars to move through the different forms in your report. By default, you use the vertical scroll bar to move to the bottom of the currently viewed page in your report, and the horizontal scroll bar to move back and forth to the different forms in your report.

Another fast way to get to a specific place on a particular form in your report is to use the Jump To Form screen. Click the **Jump To Form** button in the Report Navigation Bar. A collection of "thumbnail images" of the different forms currently included in your report will appear. Double-click on the form specifically in the place in that form you want to jump to, and Appraisal Studio will take you there.

Manage Forms

Click **Manage Forms** to add, remove, or change the order of the forms in your report. For more information on this, please consult **Adding and Removing Forms in a Report**, discussed earlier in this chapter.

Addendum

Click the **Addendum** button to switch to the text addendum editor. You must have a Text Addendum form included in your report in order to switch to the text addendum editor. For further details on the Addendum, please consult the **Text Addendum** section in **Editing Secondary Forms** later in this chapter.

Photos

Select **Photos** to add, remove, or change the photos inserted into your report. For further information on using the inFocus photo management module, please consult the **inFocus** chapter later in this manual.

Comparables

Click on the **Comparables** button to arrange your comparables in the order you wish them to appear in the report. From this screen you can also delete a comparable from your report, or access the Comparables Database.

Software Management

In order to get the most out of Appraisal Studio, this section will give you some pointers when working on a report.

Moving the Insertion Point

The insertion point is displayed as a blinking vertical cursor bar. The cursor displays where the text that you type will appear. As you type, the cursor scrolls to the right. If you want to insert text in another part of your document, you must move the cursor to that location.

The simplest way to move the insertion point to another location is to move the mouse where you would like to begin and click on that location. The cursor always stays within the margins. If you click outside of the right margin or below the last paragraph, the insertion point moves to the text closest to where you clicked. If you click outside of the left margin, an entire line will be selected.

Selecting Text

Before you can move, format, delete or otherwise change text, you must select (highlight) the item. You can select using the mouse or the keyboard. Selected text appears highlighted (**Figure 3.8**). To cancel the selected text, click outside the text selection. To select text, move your mouse to the point where you want to begin to highlight and click. Hold down the mouse button and drag the mouse over the area you wish to select and then release up on the mouse. You also could select text using the arrow keys on your keyboard while holding down the shift key.

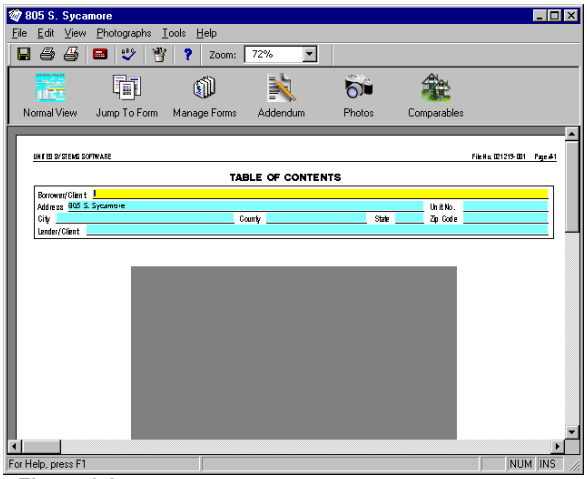


Figure 3.8

Correcting and Deleting

To correct typing mistakes, press the **Backspace** key or the **Delete** key on your Keyboard. To delete more than a few characters, it's faster to highlight the text you want to delete and press **Delete**. To clear the contents of the entire field, press the **Control** key and the **Backspace** key at the same time.

Undo

If you make a mistake, you can undo the last command by clicking on **Edit** in the menu bar and select **Undo**. You will not however, be able to undo all commands such as saving and printing. [Keyboard Shortcut: Ctrl+Z] or Press on the Undo Icon.

Cutting, Copying, and Pasting

If you want to move the text rather than delete it, highlight the text, click on **Edit** in the menu bar and select **Cut**. This removes text from the window and copies it to the Windows clipboard for reuse. [Keyboard Shortcut: Ctrl+X] or Press on the Cut Icon.

If you want to copy the text to the Windows clipboard, highlight the text, click on **Edit** in the menu bar and select **Copy**. [Keyboard Shortcut: Ctrl+C] or Press on the Copy Icon.

After copying text to the clipboard, you can move the cursor to a new position and paste the text from the clipboard to your document.

Note: *Pasting an object does not remove the text from the clipboard. You can paste the same text over and over. [Keyboard Shortcut: Ctrl+V] or Press on the Past Icon.*

Formatting Text

To change the font and size of the text in a field, right-click on a field and then click on "Select New Font". Select the font, font style and size and then click on "OK" (**Figure 3.9**).

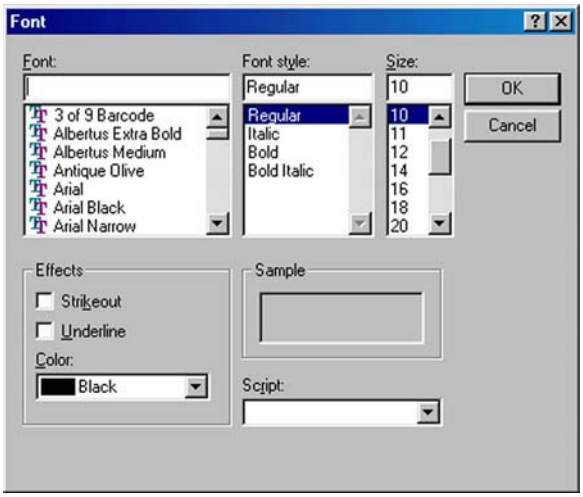


Figure 3.9

Format Key Board Shortcuts:

Bold Type:	Ctrl + B
Italics Type	Ctrl + I
Underline Type	Ctrl + U

Paragraph Formatting

To change the appearance of block text, for example to change text alignment, first, select the paragraph that you want to format. Then, using the Formatting Tool Bar, click on the format that you want to apply. Paragraph formats affect the appearance of the entire paragraph.

Spell Checking

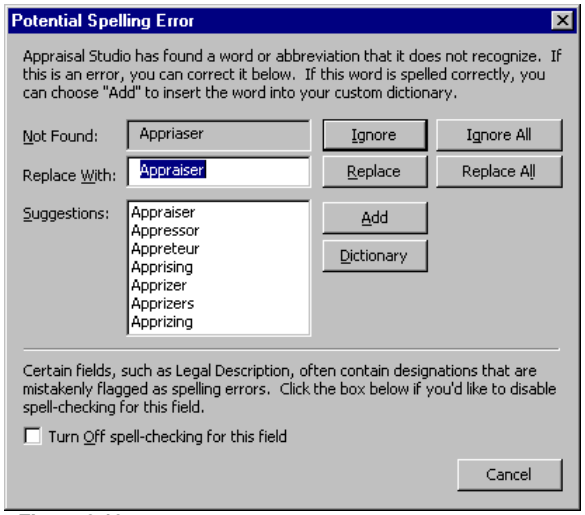

Potential Spelling Error
Appraisal Studio has found a word or abbreviation that it does not recognize. If this is an error, you can correct it below. If this word is spelled correctly, you can choose "Add" to insert the word into your custom dictionary.
Not Found:
Appriaser
Ignore
Ignore All
Replace With:
Appraiser
Replace
Replace All
Suggestions:
Appraiser
Appressor
Appreteur
Apprising
Apprizer
Apprizers
Apprizing
Add
Dictionary
Certain fields, such as Legal Description, often contain designations that are mistakenly flagged as spelling errors. Click the box below if you'd like to disable spell-checking for this field.
Turn Off spell-checking for this field
Cancel

Figure 3.10

Appraisal Studio checks your form for spelling errors by using its main dictionary that contains the most common words. If Appraisal Studio finds a word that isn't in its dictionary, it displays the word in the spelling dialog box and gives you choices for correcting the possible misspelling.

To start spell checking, click on "Tools" in the Menu Bar and select "Check Spelling" (**Figure 3.10**). You then have the choice of checking the particular form you are working in or the entire report.

The word being checked for spelling is shown in the "Not Found" box. If automatic suggestions are enabled, the suggestions box is filled with suggested correct spellings and the first suggestion is placed in the "Replace With" box. A choice must be made to instruct the spell checker how to respond to the word.

Not Found field

The word presented in the “Not Found” box is the potentially misspelled word. This may be a word that was not found in any of the dictionaries available to the spellchecker, or may be a word previously flagged for a “Prompt Replace” action. This word cannot be modified in the dialog box.

Replace With field

To replace a misspelled word with another word, the replacement word must be entered in this edit box. A word may either be typed in, or may be picked from the list of suggested spellings.

When suggestions are generated, the first word in the list is automatically transferred to the “Replace With” field. Whenever a word is entered in “Replace With”, the **Replace** button becomes the default button. Pressing the “Enter” key initiates the replacement and continues the spell checking. The word in this box is also used in the **Replace All** and **Prompt Replace** button choices.

List of Suggestions

Whenever suggestions are generated, either automatically on entry to the dialog box or by pressing either the “Suggestions” buttons, the suggested correct spellings are displayed in the suggestion. If the “Replace With” field is empty, the first suggestion in the list is automatically copied to the “Replace With”. To select any other suggestion in the list, click on the word with the left mouse button.

Ignore button

Pressing the **Ignore** button instructs the spellchecker to treat the word as spelled correctly for this one occurrence. If the word is encountered again in the text, or if the text is spell checked again, the word will again cause the dialog box to appear.

Ignore All button

The **Ignore All** button instructs the spellchecker to treat the current word as spelled correctly for the remainder of the spell checking session. Depending on the application, this word may also continue to be considered spelled correctly until the spellchecker is removed from memory. Use this choice for words which are spelled correctly, but which do not occur frequently enough to warrant inclusion in a custom dictionary.

Replace button

Pressing the **Replace** button replaces the single occurrence of the “Not Found” word with the word in the “Replace With” field. Subsequent occurrences of the ”Not Found” word are still considered misspelled. If there is no word in the “Replace With”, then the “Not Found” word is deleted from the text being spell checked.

Replace All button

Pressing the “Replace All” button replaces the current ”Not Found” word, and all subsequent occurrences of the “Not Found” word with the word in the “Replace With” field. Subsequent occurrences of the “Not Found” word do not invoke the dialog box, but are automatically replaced. If there is no word in the “Replace With” field, then the current and future occurrences of the “Not Found” word are deleted from the text being spell checked.

Add box

If custom dictionaries are open, these dictionaries are displayed in the list box beneath the **Add to Custom** button. Pressing the **Add to Custom** button adds the current "Not Found" word to the currently displayed custom dictionary. This registers the word as correctly spelled for this and future spell checking sessions as long as the custom dictionary is open for spell checking. If no custom dictionaries are open, the **Add to Custom** button is disabled.

Cancel button

Pressing the **Cancel** button cancels the spell check and returns to the application. Changes made to the text up to this point may or may not take effect depending on the application design.

Options Check Box

Certain fields such as Legal Description often contain designations that are mistakenly flagged as spelling errors. Check the "Turn off spell-checking for this field" checkbox to disable spell checking in this field.

Keyboard Shortcuts

Appraisal Studio has a number of keyboard shortcuts that help users work faster, without moving constantly between the keyboard and the mouse. An overview of these keystrokes is presented below: You may print or tear this page out for easy, accessible use.

Function Keys

F1 **Help key**

F3 **Mark a field for later review**. Occasionally, you may run across data fields that you cannot complete because you don't have the required information. To help you remember to revisit that field later, once you have the required information, you can press the F3 key to highlight that field. It will appear in a different color. Once you've entered the necessary data and no longer need to be reminded to complete that field, press F3 again and the highlighted area will disappear.

F4 **Invokes the standard calculator**.

F5 **Open Quick Entry Window**. Appraisal Studio provides a quick entry system that automatically hides itself in fields where you have no entries defined. A large number of fields do not lend themselves to common responses, such as the legal description, and the quick entry window simply clutters the screen in those cases. Consequently, if you are in a field that has no quick entries defined, the quick entry window will be hidden. If you'd like to add a quick entry for that field, press F5 and the quick entry window will appear.

F6 **Toggle Quick Entry Window On/Off**. If you'd like to hide the quick entry window for all fields temporarily, then F6 allows you to hide the window until you press the same key again.

F8 **Open Field Configuration Window**. Appraisal Studio allows you to specify certain properties for each field. To edit the properties for the currently highlighted field, just press F8.

F9 **Jump to the Addendum**. To switch to the text addendum included with your report, simply press F9. You must have included a text addendum in your report for it to open.

F10 **Activate Menu Bar**

Ctrl + I	- Tab stop within a field	**Ctrl + Z**	- Undo
Ctrl + X	- Cut	**Ctrl + V**	- Paste
Ctrl + C	- Copy	**Ctrl + 1-9**	- Insert Quick Entry numbers into field
Home	- Move to the beginning of the field	**End**	- Move to the end of the field
Alt + F	**-** Activate File in Menu Bar	**Alt + E**	- Activate Edit in Menu Bar
Alt + V	- Activate View in Menu Bar	**Alt + P**	- Activate Photos Menu Bar
Alt + T	- Activate Tools in Menu Bar	**Alt + H**	- Activate Help in Menu Bar

Editing Primary Forms

This section will show you how to move through fields, how to edit a form and how to utilize quick entries, as well as other functions.

Moving Through the Fields

Appraisal Studio shows you what fields of the form should have data entered into them. These fields are highlighted or shaded in a light blue color (**Figure 3.11**). The field that you can currently enter data into is the called the ”active” field. Appraisal Studio shows the user what field is active by highlighting that field in yellow. This shading method makes it easy to distinguish between the form text and the data that is entered. It also helps to see if any field is inadvertently left blank. If the active field is a text field, you will see the cursor in that field. The cursor is a vertical blinking line that signifies where text will be typed within a field.

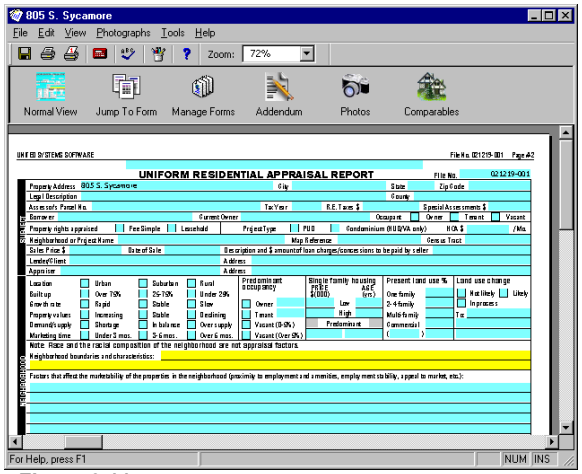


Figure 3.11

There are many different methods for moving from one field to another. You can click your mouse on any field anywhere in the form and make that field the active field. You can also use the Tab key to move to the next field or the next line in a long text field. Using the Tab key will not move or disturb the text that is entered.

Using the arrow keys is another way to navigate through the fields. As you might expect, pressing an arrow key will move the active field concentration in the direction the arrow is pointing. For example, if you press the down arrow, the active field concentration changes to the field just below the field you were in. If you were in a long text field, pressing the down arrow will move the cursor to the next line in that field.

Like the Tab key, an arrow key will not change or move the data that is in a field. Thus, the Tab key or an arrow key is the preferred method for moving between text fields.

The Enter key or the Return key has much the same effect as pressing the Tab key in short text fields. It will change the active concentration to the next field without disturbing the text. However, in comment fields, when the Enter key is pressed in the middle or at the beginning of the line, it will move the data that is to the right of the cursor to the next line. If this effect is not what you intended, press the backspace key twice. You may have to retype a character that you deleted.

Check Boxes

Check boxes are an integral part of many of the forms in Appraisal Studio. To check a box, you can click on the box with your mouse. This puts an “X” in the box (**Figure 3.12**), which signifies an affirmative response. To uncheck a box, click on that box again. You also could tab over to the box and check or uncheck the check box by pressing the “Space bar”.

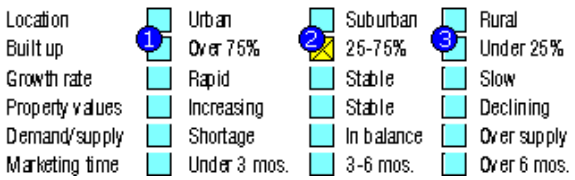


Figure 3.12

Check Box Hints

For mutually-exclusive check boxes, we now display hints (little blue circles with white numbers in them). Even when there hints are not visible, pressing the number associated with the check box checks that box and moves to the next field not in that check box group.

The display of the hints can be turned off temporarily while editing a report under **View, Check Box Hints**, or "permamently" under **View, Options, Forms,** and **Default to displaying checkbox hints**.

Text Fields

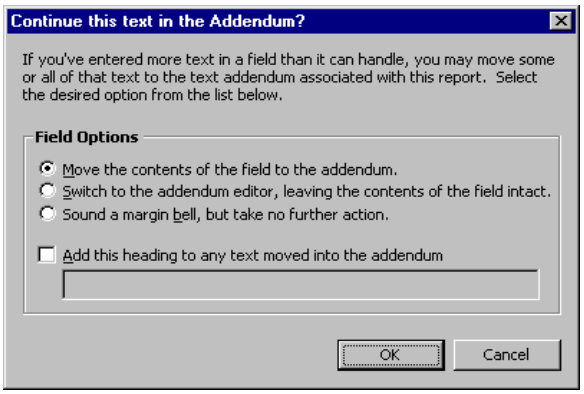

Continue this text in the Addendum?
If you've entered more text in a field than it can handle, you may move some or all of that text to the text addendum associated with this report. Select the desired option from the list below.
Field Options
Move the contents of the field to the addendum.
Switch to the addendum editor, leaving the contents of the field intact.
Sound a margin bell, but take no further action.
Add this heading to any text moved into the addendum
OK
Cancel

Figure 3.13

In the larger text boxes, when the text that is entered exceeds the size of a text box, a window will appear. This will give the users several choices of how to handle text that is larger than a text field. If you have more text in a field that it can handle, you may move some or all of the text to the text addendum associated with this report. The options available at this point are to move the entire contents of the field to the addendum or switch to the addendum editor, leaving the contents of the field intact, or just sound a margin bell when the end of the field is reached and take no further action.

Field Options:

Move the contents of the field to the addendum - This option moves the entire contents of the field to the text addendum and places the phrase "See attached addendum…" in the field on the form. The text addendum form appears with the copied text so you can add additional text to the paragraph.

Switch to the addendum editor leaving the contents of the field intact - This option leaves the text that you typed in the field on the form and then automatically switches the addendum editor so you can add extra text.

Sound a Margin Bell - This option does not switch to the addendum editor and simply sounds a margin bell when the text reaches the end of the field. This option is for those users that do not want to use a supplemental addendum and want all text to appear on the form.

Add this heading to any text moved into the addendum - This option puts a header on the text addendum form above the text that you copying. If you are copying text to the text addendum, it is a good idea to add a header to this addendum. To enable this option, click on the check box and type a header in the text field box.

You also can add a text heading to the field on the addendum form by checking the check box labeled "Add this heading to any text moved into the addendum." For example, you could add the phrase " Factors that affect the marketability of the properties." to the text-heading field.

Quick Entries

Quick entries can be used for any of the fields within Appraisal Studio. Typically they will be used for fields that have a limited number of known values, as well as extended text fields and addenda.

Adding New Entries

There are a few ways to add entries to your list. One way is to enter data into the field and then right-click on the field and select **Insert into Quick Entry List** from the menu that pops up.

The next method is to open the "Quick Entry" window (**Figure 3.14**) with the F5 key, then click on the Add button. Type your information in the window above and choose the settings that you wish using the checkboxes provided. When you are finished, click on the OK button. The Quick Entry window can be moved anywhere on the screen by clicking on the blue bar on the top of the Quick Entry window and dragging it to a desired location

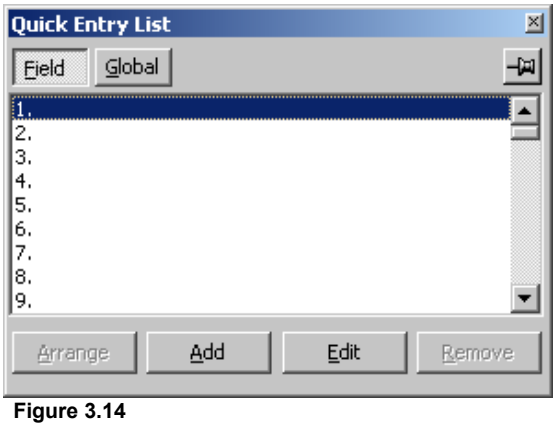


Figure 3.14

Addendum Quick Entries

In addition to the individual data fields, you will be able to save your text addenda as quick entries. As above you will start this procedure by highlighting the field in question and then click on the F5 key. Once you have the "Quick Entry" window open, you will click on the **Addendum** button. This will open the "New Addendum Quick Entry" window (**Figure 3.15**).

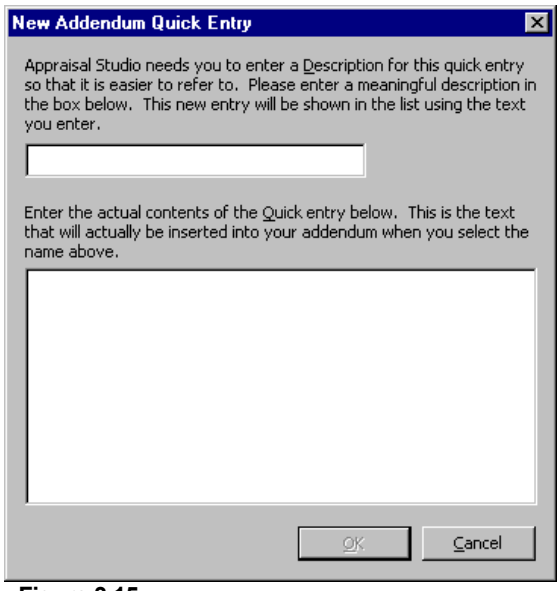

New Addendum Quick Entry
Appraisal Studio needs you to enter a Description for this quick entry so that it is easier to refer to. Please enter a meaningful description in the box below. This new entry will be shown in the list using the text you enter.
Enter the actual contents of the Quick entry below. This is the text that will actually be inserted into your addendum when you select the name above.
OK
Cancel

Figure 3.15

The field at the top of the window is asking for a name that will appear in the Quick Entry List for this entry. The large field below is for the body of the text to be entered. Once you have given the entry a name and filled in the body of the text, simply click on the **OK** button. This will take you back to the "Insert Quick Entry" window and the name you assigned the entry will appear on the list.

Editing Field Preferences

Appraisal Studio allows you to have the ability to set individual fields to recognize certain values, depending on the type of information that is commonly entered into the field.

Highlight the field that you wish to configure, then right-click on the field and select **Edit Field Preferences**.

The "Field Preferences" window (**Figure 3.16**) will appear allowing you to select the way in which data will be processed and displayed in each field of a form. You will want some fields to round to different values than others depending on whether the field is relating to a dollar value, the number of rooms, a measurement, etc.

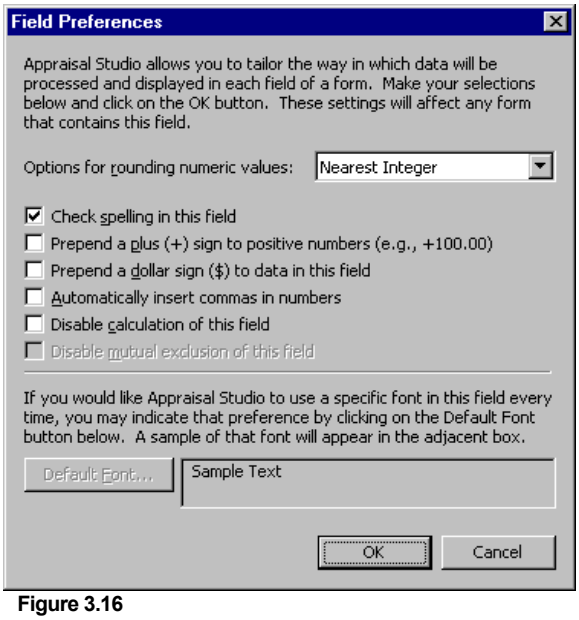

Field Preferences
Appraisal Studio allows you to tailor the way in which data will be processed and displayed in each field of a form. Make your selections below and click on the OK button. These settings will affect any form that contains this field.
Options for rounding numeric values:
Nearest Integer
Check spelling in this field
Prepend a plus (+) sign to positive numbers (e.g., +100.00)
Prepend a dollar sign ($) to data in this field
Automatically insert commas in numbers
Disable calculation of this field
Disable mutual exclusion of this field
If you would like Appraisal Studio to use a specific font in this field every time, you may indicate that preference by clicking on the Default Font button below. A sample of that font will appear in the adjacent box.
Default Font...
Sample Text
OK
Cancel

Figure 3.16

The first field at the top of the window allows you to do so by clicking on the drop-down arrow you will see a list of options. You will also have the ability to select "Interpret All Data as Text" (from the **Options for rounding numeric values** drop-down list) to remove the entry from any calculation and carry forward functions. Beneath that field you will see four checkboxes. Each box is an on/off switch for the feature specified.

Check spelling in this field is turned on by default. The Pretend a plus sign feature can be used if the mortgage company wishes to see the plus sign for positive adjustments in the Market Analysis. You may apply the same as above to the dollar sign. Automatic insertion of commas is a useful function. Due to the nature of the database fields, commas will throw off the calculations the system is making. Using this feature will tell the program to enter the commas for you. Disable calculation of this field is now available as an option as well, as is Disable mutual exclusion of this field, which allows you to put information in the selected field without making other fields on the form not editable.

Once you have selected the options you prefer click on the **OK** button. If this was an adjustment field, it will ask if you wanted to use these settings for all adjustments; simply answer yes or no. Otherwise, the settings will take effect on that field immediately.

Note: *Set these options before creating skeletons or templates.*

Market Analysis Grid Features

Copying Fields

In the market grid, it is often helpful to copy information quickly between the subject column and one or more comparable property columns. It may also be useful to copy information from one comparable property to another. You may use the mouse to do this, but typically it is advantageous to keep your hands on the keyboard. Try these steps to make copying market grid information a breeze.

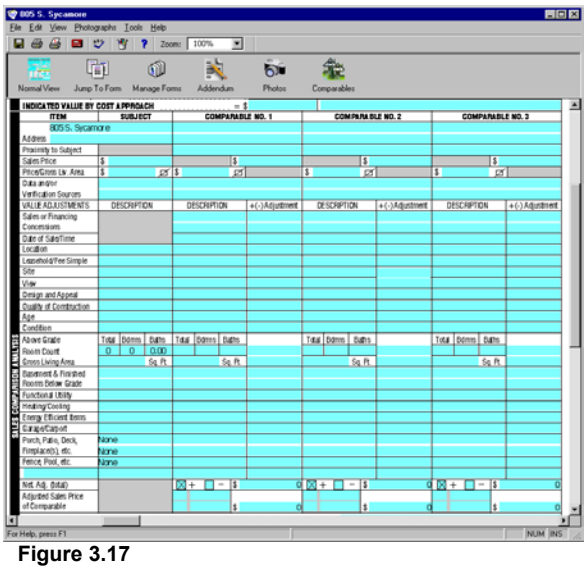


Figure 3.17

Position your cursor in the Site or View line of a market grid in any form. Make sure something exists in the subject column, and then move to the first comparable column. Type an equal sign and the letter 's', and then move to the second comparable column by pressing the TAB key. Notice that the data from the first column now matches the data from the subject column.

Your cursor should now be in the second comparable column. Again, type the equal sign, but this time follow that with the digit '1'. Now press the TAB key again. The data from the first comparable column has now been copied to the second comparable column. You can replace the digit '1' above with a '2' or a '3' depending on which comparable column you want to copy data from.

Now move to another row in the market grid, such as Location or Quality of Construction. Make sure there is some data in the subject column and position the cursor in any of the comparable columns. Type two equal signs and then the TAB or Enter key. You will notice that the data in the subject column is copied to all comparable columns.

Lastly, there is a shortcut for copying an entire column at once. If you have a subject column that is filled in, you can position your cursor on the first address line and use the "=s" or "=1", "=2", "=3", or "==" combinations. If you specify "=s" the entire subject column is copied into the comparable column where your cursor is located. If you specify another comparable column, such as "=1", then the entire first comparable column is copied to the column where your cursor is located. If you specify "==" then the entire subject column is copied to the every comparable column -- that's the entire market grid all at once!

Copying Subject or Comp Data from One Field to Another

Highlight the field you wish to copy data from, and then right-click on it. Place your cursor over the appropriate choice and a second menu will extend. Select the individual field or all fields, and then select the destination that you wish to copy the data to (either to a particular comp, or all of them).

To copy a field using keystrokes, highlight the field you wish to place the data in. Then type in an equal sign (=) followed by an S, 1, 2, etc. based on whether you are copying from the subject, comp 1, comp 2, etc. Then press your Enter key and the program will copy the information to the field you have specified.

Deleting Comparables

To delete a comparable, right-click on that comparable and select “Delete this Comparable" from the pop-up window. This will remove all the data in the column including its address.

Arranging Comparables

Appraisal Studio allows you to arrange comparables in a report in two ways. The first way is to click on **Edit** in the Menu bar, select Comparable Properties, and click on comparable summary. The second way is to click on the **Comparables** button in the Report Navigation Bar. Both methods display a window with the comparables in this report listed (**Figure 3.18**).

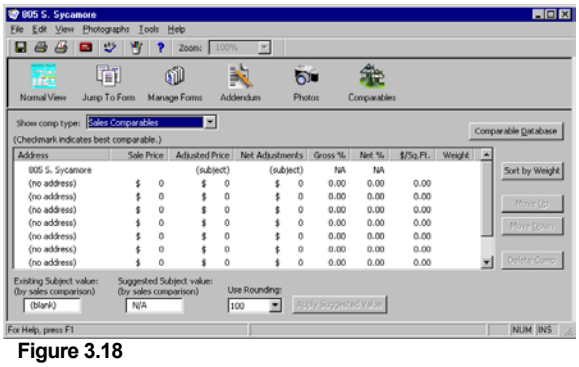


Figure 3.18

The type of comparables currently being viewed is listed toward the top of the screen. Click the drop-down arrow in the Show Comp Type field to choose a different sort of comparable. Click on the comparable's information to highlight it, then click the **Move Up** and/or **Move Down** buttons to put the comparables into the proper order.

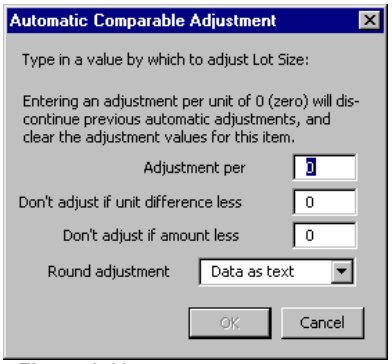
Alternatively, you can sort by the comparable's weight. The weight is determined in Appraisal Studio by looking at how much a particular comparable has to be adjusted. The less adjustment that is necessary, the higher the weight of the comparable will be.

Note: *The appraiser creating the report may be able to better judge the weight of comparables than the Appraisal Studio calculations. Appraisal Studio's information is meant to act as a general guideline and does not take factors into account that an appraiser local to the area in question would be more familiar with.*

Based on the information provided, Appraisal Studio will make a suggestion as to the value of the subject property. You can change how it rounds that figure with the "rounding options" drop-down list. To use the value suggested by Appraisal Studio in your report, click on the **Apply Suggested Value** Button.

Calculating Cost Per Square Foot

Enter the square footage for each of the properties in the grid section. Highlight the adjustment column for the first comp and type in an "at" sign (@). The Automatic Comparable Adjustment window (**Figure 3.19**) will appear, where you can enter the amount you wish to adjust by per square foot. Other options in this window set restrictions on the adjustment values, such as when not to adjust or how to round the adjustments. Click OK once you are finished to have the adjustments take effect.


Automatic Comparable Adjustment
Type in a value by which to adjust Lot Size:
Entering an adjustment per unit of 0 (zero) will discontinue previous automatic adjustments, and clear the adjustment values for this item.
Adjustment per
0
Don't adjust if unit difference less
0
Don't adjust if amount less
0
Round adjustment
Data as text
OK
Cancel
Figure 3.19

Performing Adjustments

You can perform adjustments as a percentage of the sales or listing price by using a number followed by the percent sign (%).

If you like to adjust a specific field by a certain dollar amount, such as gross living area, you simply type a @ followed by the desired amount. This method not only works in the GLS field, but also in the site area, age and basement footage.

Signing a Form

In order to sign your form you need to have set up a user with an encrypted digital signature. This can be done by filing out the form in Appendix A and returning the form to United Systems. Appraisal Studio makes adding a digital signature easy. Simply click in the main form of the report where the signature line should be. This will bring up a window that asks for the name you wish to sign the document with and the password for that user's account. Once you have entered your name

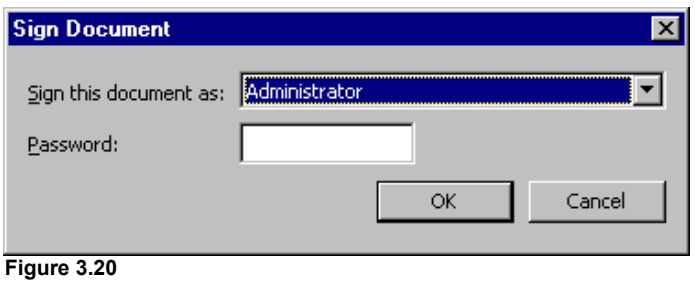


Figure 3.20

and password, click **OK**. Choosing "OK" will automatically add your secured digital signature to all applicable areas in all other forms in the report.

Removing your digital signature is just as easy as adding it. Just click on the signature; this will display a window that asks for the name you wish to unsign and the password for that user's account. Once you have entered the appropriate name and password, click **OK**. The signature will be removed from all documents.

Note: *Signing a report locks it from edits and a User must be logged in Appraisal Studio as that user to remove the signature from the signed form.*

Signature Security

Appraisal Studio ensures that a user's signature is secured. When the digital signature is added to Appraisal Studio, Appraisal Studio encrypts and protects that signature.

Saving your work

No matter what function you do in Appraisal Studio, the program will automatically save your work. However, if for some reason, Appraisal Studio ends abnormally, it will save your work in a temporary file. When you start up Appraisal Studio, it will ask you if you want to recover a lost file. If you choose "Yes", Appraisal Studio will start up the unsaved file and resume back to normal. If you choose "No", that file will not be recovered and any changes or data added since the last save will be lost.

Finding A Report

If you can't find a report by clicking on a user's folder and scrolling, Appraisal Studio will find it for you. There are several form fields that can be searched – Subject Address, Appraiser, Borrower, Census Tract, City, County, Description, File Number, Legal Description, Lender, Map Reference, Sender, State, and Zip Code.

To search for a report, click on the **Find a Report** icon in the tool bar. This will bring up a "search" window on your screen (**Figure 3.20**). Select a field to search by in the list and the type that text you wish to search for in the edit box. You can repeat the search process and add additional criteria. Then click on the **Find Now** button.

If there are no reports that meet your search criteria, the **No Documents Found** window appears. Click on **OK** to clear this window. This leaves the search window up so you can modify the search criteria and search again.

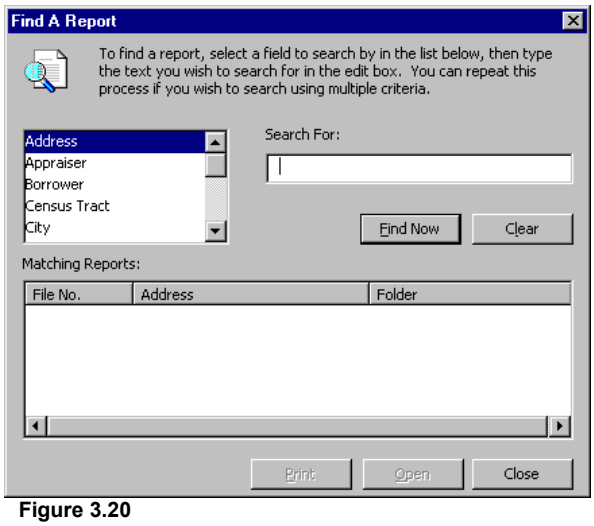


Figure 3.20

Display Properties

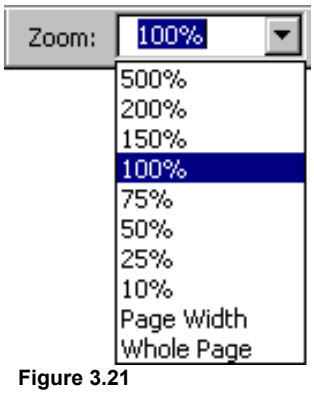


Figure 3.21

Another great feature of Appraisal Studio is the ability to zoom the display to see smaller type that is on the form or to make the form more readable, and to change the color scheme of the display.

While in a report in Normal View, click on the drop-down arrow in the zoom factor field. You have a choice (**Figure 3.21**) of viewing the page at a number of different levels ranging from 10% to 500%. You can also choose Whole Page to display the entire vertical length of the selected page within your report window, or Page Width to fit the selected page to the width of your report window.

Tip: *You can also change the Zoom level by holding the CTRL key on your keyboard and simultaneously scrolling up and down on your mouse wheel.*

You can also change the colors Appraisal Studio uses. Click on **View**, then on **Display Properties**. Click on the color scheme drop-down box and select a color scheme. The display will show a sample of the new colors selected. When you click on the "OK" button, the color scheme is applied to the forms.

Editing Secondary Forms

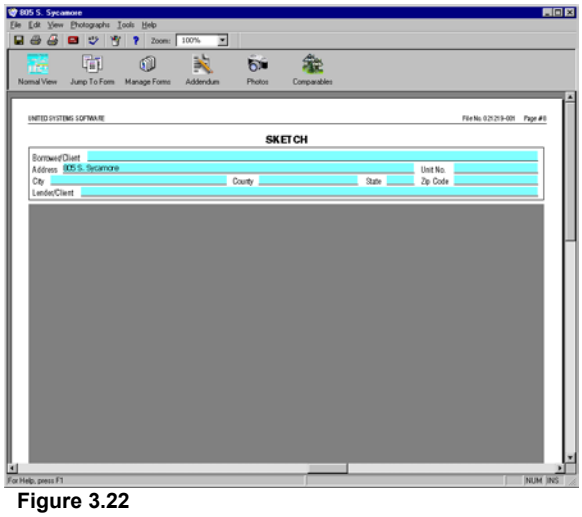


Figure 3.22

Appraisal Studio allows you to include many useful addenda forms to your appraisal report. You should include all addenda forms when you create your report. That way when you enter data into a form, any common data fields in other forms are automatically filled in for you. This section will explain how to scan and insert images into a form, like a sketch, plat map or a street map. You will also be shown how to use the text editor effectively and how to create the cover page and the table of contents.

There are several ways to import images into Appraisal Studio. Click on **Jump To Form** and then double-click on the form that you want to import an image, for example, Location Map, into (or simply scroll to the appropriate form in your report). Click on the gray area (**Figure 3.22**) to bring up the "Insert Graphic Image" window.

This window gives you four options from which to select:

1. To import an image from the windows clipboard

Before an image can be pasted to Appraisal Studio, it must be copied to the clipboard. Click on the image to highlight it and press "Ctrl+C" on the keyboard. This will copy that image to the Window's clipboard. It may appear that nothing has happened because the clipboard is not usually viewable. Then open the form in Appraisal Studio that you want to paste that image into, such as the location map, or a building sketch. Click on the gray rectangle where you would like to paste the image. The "Insert Graphic" window will appear.

Click on **Import an Image from the Clipboard** (**Figure 3.23**) and click on **OK**. The image will be placed in the form and stretched proportionally to fill the image box.

Note: *The images that can be pasted in to Appraisal Studio should be in the following formats: BMP, PCX, TIF, GIF, JPG. They should not be in the Windows Metafile formatting (WMF).*

Note: *The Window's clipboard can only hold one image or one grouping of text at a time. The image or text will then remain on the clipboard until it is either replaced or the computer is shut off. It is possible to copy an image (to the clipboard) in one program and paste it into Appraisal Studio.*

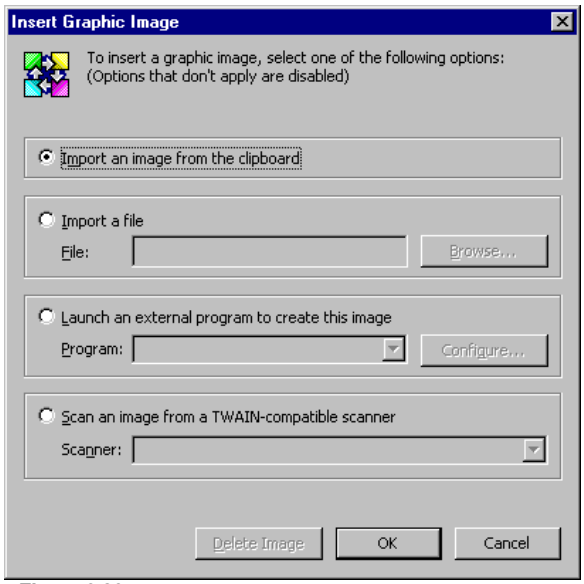


Figure 3.23

2. Import a file and Adding Scanned and Graphic Images

In order to assemble a complete appraisal, you may have to add sketches, flood, plat, street, and location maps or any other scanned images. To include scanned images, the first step is to scan your documents before starting up Appraisal Studio. These scanned images can be saved to a file on you hard drive or scanned directly into Appraisal Studio.

Scanning images and saving to your hard drive.

It is recommended that you set up folders on your hard drive to store your scanned images. For example, you should set up the following folders on to your hard drive: Building Sketches, Flood Maps, Plat Maps, Location Maps, and Scanned Images. Choose a name for these files so that they are easy to locate.

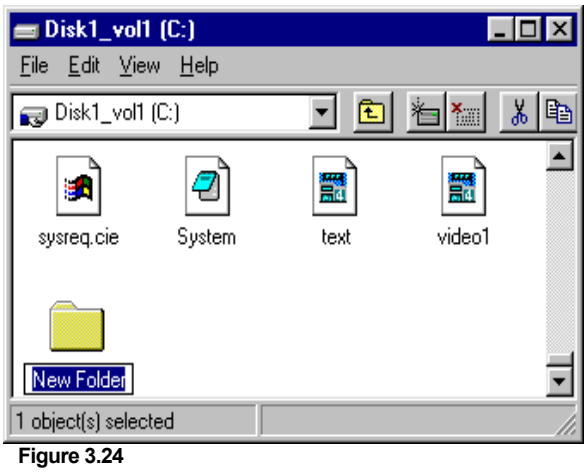


Figure 3.24

To add a folder to your hard drive, you should first double-click on "My Computer" and then double-click on the "C drive" (you may choose a different drive) (**Figure 3.24**). Click on **File** in the menu bar. Click on **New** and then click on **Folder**. A new folder will appear in the C drive window. You'll notice that the folder's name is "New Folder" and that the name is highlighted and blinking. That means that the folder is ready for you to type a new name for the folder. After typing the folder's name press the enter key.

After you have created the folders specified above, you can scan documents and save them in their proper folders. To scan documents, use the software that came with your scanner or you can use another graphics software such as PhotoShop® or Paint Shop Pro.

Although all scanners are different, they operate in the same basic manner. For specific operation instructions for your scanner, please consult your scanner's users guide.

After launching the software that you are going to use to scan your documents (**Figure 3.25**), click on **File** in the menu bar and then click on **Select Source**. A window will appear with a list of your entire TWAIN devices. Select your scanner. Click on **File** and then click on **Acquire**.

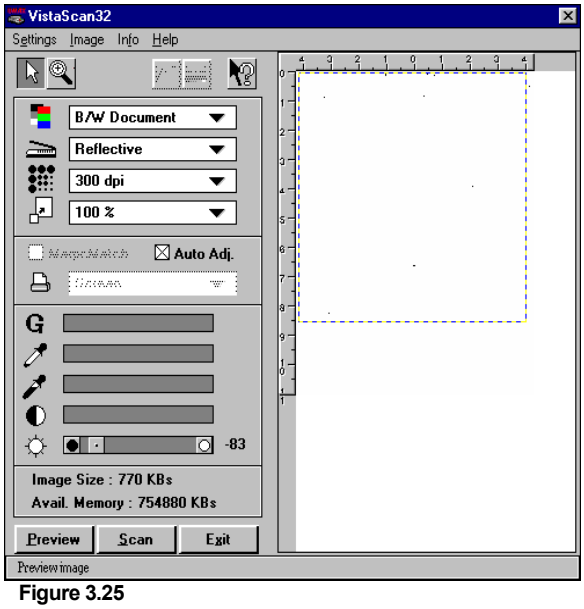


Figure 3.25

Choose the following settings for your scanner:

Image Type: Line Art or Black and White
Scan Surface: Reflective
Resolution: 200-300dpi
Zoom Factor: 100%

Click on Scan to start the scanner. When the scan process is completed, a scanned image will appear in a window.

Save this scanned image as a JPG, GIF, PCX, TIF or BMP to one of the folders you created (**Figure 3.26**). Choose a file name that will help you remember what report that image belongs to. A good file name might be "123 Main St Plat Map"

Inserting Scanned Images into a Document

After you have saved all of your scanned images in folders, start up Appraisal Studio. Add the appropriate addenda forms to your report. Open a report and then open an addendum form that you want to include a scanned image, such as the location map. Click in the gray box where the scanned image will be inserted. This will bring up "Insert Graphic Image" window screen.

This window gives the user two options; the first option is to import an image from the Window's clipboard. The second option is to import an image that was saved as a file. The Window's clipboard is an invisible clip stared inside of the computer. It is used as a temporary storage location for an image or text file.

To Import an Image Saved to a File

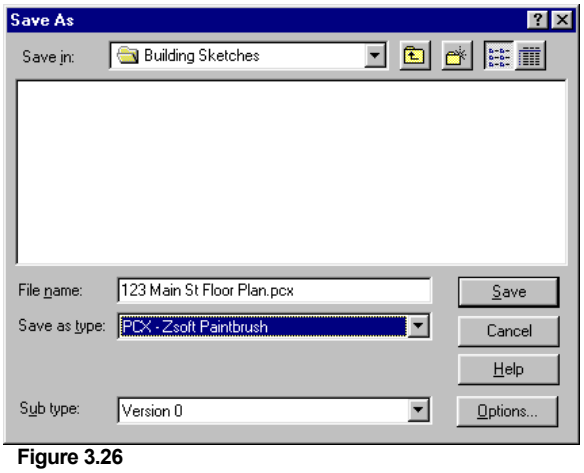


Figure 3.26

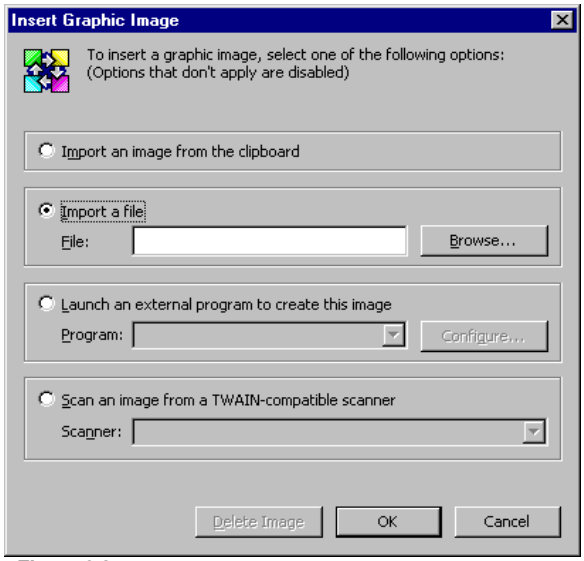


Figure 3.27

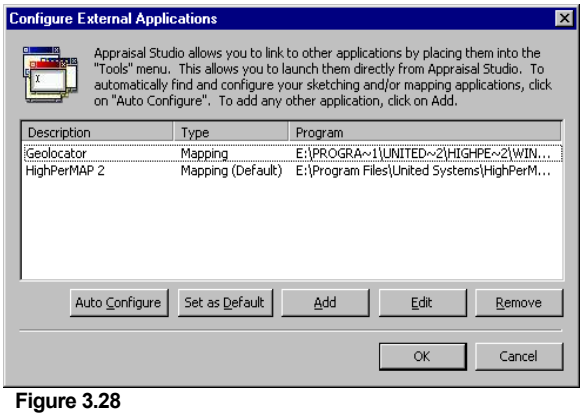

Configure External Applications
Appraisal Studio allows you to link to other applications by placing them into the "Tools" menu. This allows you to launch them directly from Appraisal Studio. To automatically find and configure your sketching and/or mapping applications, click on "Auto Configure". To add any other application, click on Add.
Description
Type
Program
Geolocator
Mapping
E:\PROGRA~1\UNITED~2\HIGHPE~2\WIN...
HighPerMAP 2
Mapping (Default)
E:\Program Files\United Systems\HighPerM...
Auto Configure
Set as Default
Add
Edit
Remove
OK
Cancel

Figure 3.28

The first step is to save an image to a file. This image should be saved in PCX, GIF and JPG format since these formats use file compression and thus the size of the file will be smaller. Other formats, such as BMP or TIF, will work as well, however these files will not be compressed and will have a larger size than a PCX, GIF and JPG file. When saving a file, make a note of which folder and sub-folders you are saving the file to. Most programs have a "Save As" option under the "File" menu. Make sure to choose the "Save As" option and not the "Save" option, because the "Save As" option will allow you to choose a file name, file format and a file location. The "Save" option will save it to a default directory and will not let you specify the file format or name.

After you have saved a graphics file, such as a map or a sketch, open a Appraisal Studio report and open the form that you want to paste an image to. For an example, we will use the Location Map form, but you can use the same procedure for the Sketch form, the Scanned Image forms, and the Plat Map form. Click on the image box on that form and the "Insert Graphic Image" window will appear. Click on Import a file (**Figure 3.27**) and then navigate through the folders in the "Open" window that comes up.

Choose the folder that contains the image you saved. Below, you will see a list of the files that are in the selected folder. After highlighting the image to be imported, click on "Open". This will insert the image on the form and expand that image proportionally to fit in the image window.

This same method works with all forms that allow you to add scanned images, including building sketches, flood maps, plat maps, location maps, etc.

3. Launch an external program to create this image

The first time this option is selected, the Auto-Config window will appear. This window detects mapping and sketching software and auto configures Appraisal Studio for integration with these programs. Appraisal Studio integrates with Apex sketching, Winsketch, inRoads, and Geolocator.

Click on **Yes** and Appraisal Studio will search your hard drive and setup the programs to work with Appraisal Studio.

The next time you choose "Launch an External Program to Create this Image" there will be a drop-down field to select the program you want to create the image, such as Apex.

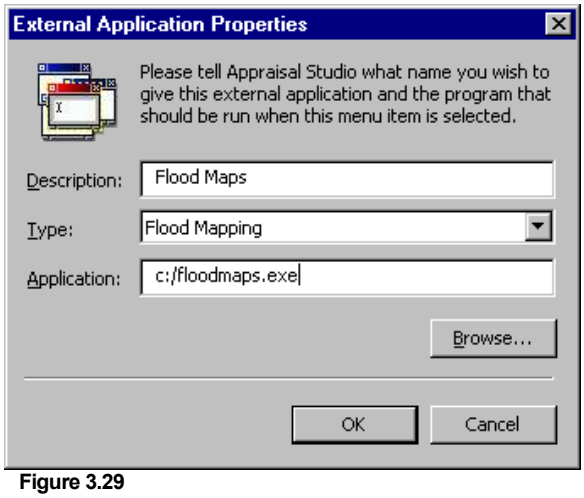


Figure 3.29

To add programs that Appraisal Studio didn't auto-configure, click on the "Configure" button. This will bring up the "Configure External Applications" window (**Figure 3.28**). Appraisal Studio allows you to link to other applications by placing them on to the "Tools" menu. This allows you to launch them directly from Appraisal Studio. The "Auto-configure" button automatically finds and configures sketching and mapping applications. You can choose which program appears first in the drop-down list by clicking on the "Set as Default" button.

To add a program to launch from within Appraisal Studio, click on the Add button. This will bring up the "External Application Properties" window (**Figure 3.29**). Type a name that describes the program you are going to add in the "Description" field. Choose the type of program from the "Type" drop-down list. For the application field, type the path of the EXE file that starts the program. If you don't know the path to the file, click on "Browse" and navigate through the "Open" window to the file that starts the program. The "Edit" button allows you to change configurations on the "External Application Properties" window. The "Remove" button removes applications from the launch window.

Building Sketches

Appraisal Studio integrates with Apex and Winsketch. Sketches from other building sketch software can also be inserted in to Appraisal Studio. Just save the sketch in any common graphics format, such as format using the "Save As" option that is usually found under File in the Menu Bar. Then insert the sketch the same way you would import a scanned image (see above).

If your sketch software does not allow you to save the sketch in a common graphics format, you could highlight the sketch and copy it to the Window's clip board and import that image to your form (see above). Some sketching software allows you to highlight the sketch by clicking on **Edit** in the Menu Bar and then clicking on **Select All**. Once the sketch is highlighted, type "Ctrl+C" to copy it to the Window's Clipboard.

4. Scan an Image from a TWAIN-compatible scanner.

To scan an image directly into Appraisal Studio, choose "Scan Image from a TWAIN-compatible Scanner". Click on the drop-down list, choose your scanner, and then click on "OK". This will bring up your scanner software.

Although all scanners are different, they operate in the same basic manner. For specific operation instructions for your scanner, please consult your scanner's users guide.

After opening up the software that you are going to use to scan your documents, click on File in the menu bar and then click on Select Source. A window will appear with a list of your entire TWAIN devices. Select your scanner. Click on **File** and then click on **Acquire**.

Choose the following settings for your scanner
Image Type: Line Art or Black and White
Scan Surface: Reflective
Resolution: 200-300 dpi
Zoom Factor: 100%:

Note: *The Apex and Winsketch integration module is optional and is purchased separately from United Systems or is included when purchasing the sketch software from United Systems*

Click on **Scan** to start the scanner. When the scan process is completed, a scanned image will appear on the page.

Cover Page

Appraisal Studio gives you the option of including a cover page with your report. You can also add a photo of the subject to this cover page. Most of the data fields should be populated for you from the primary form. However, you can edit the data fields, as you like. There are four different cover page forms within Appraisal Studio. These are the standard cover page (with photo), cover page with contents, cover page without photo & cover page without photo 2. There are also two cover letter forms in Appraisal Studio.

Table of Contents

Another convenient feature of Appraisal Studio is the automatically generated Table of Contents page. If you choose to include a table of contents in your report, Appraisal Studio exams the report, and assembles the table of contents based on the order the forms are in. If you reorder the forms, the Table of Contents form is automatically recalculated. Just like all forms in Appraisal Studio, the Table of Contents form can be edited as you see fit.

If you have Appraisal Studio's optional inFocus Photo Imaging package, you can insert a digital photograph in to the Table of Contents page. A photo is inserted on to the Table of Contents form in the same way that one is inserted in to the cover page (see inFocus Imaging for details and instructions).

Open Web Browser

You can now open a Web browser, such as Internet Explorer, from within Appraisal Studio. You have the option of going directly to the Realink Web Site, United Systems web site or an AppraisalPort Mailbox. Click on "File" in the menu bar and then click on "Open Web Browser" and choose which web site you wish to go to.

Logging in as another User

When Appraisal Studio starts up, the log in window appears. If you check "Automatically Use This Name Each Time" Appraisal Studio will log you in automatically and will bring up the main Appraisal Studio window. To log in as another user, click on "File" on the Menu Bar and the click on "Log in as Another User". The Appraisal Studio Login window appears. Select your name from the User Name drop-down list and then type in your password. If you choose a name the same user that is currently logged in or Appraisal Studio exits abnormally (a power failure for example) Appraisal Studio will be unable to login the user. Choose an account that is not in use and log in again.

Text Addendum

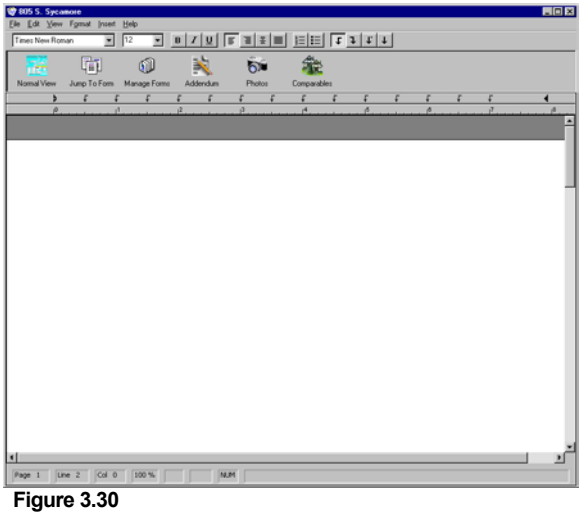


Figure 3.30

Appraisal Studio includes an advanced text editor (**Figure 3.30**). If you have used any editing programs such as MS Word, WordPerfect, or Word Pad, then you will already be familiar with Appraisal Studio's text editor. The Text Addendum's controls work the same way.

The first step in using the text editor is to include the form in your report. There are several different text addendum forms included in Appraisal Studio: Text Addendum (legal paper size), Text addendum Letter, Text Addendum with Signature–Legal and Text Addendum with Signature–Letter. To open the text addendum, click on the **Addendum** button in your Report Navigation Bar.

To change text formatting, highlight the text that you want to change and click on "Format" and choose the format that you want. Note: Only the Highlighted text changes.

To insert Addendum Quick Entries, Click on "Insert" in the Menu Bar of the Addendum Editor or press F5 on the keyboard. The Quick Entry List window appears. Addendum Quick Entries are paragraphs that are saved and can be placed in the text addendum. To add a new quick entry, Click on the "Add" button.

Enter a Description for this quick entry that is easier to refer to. Then enter the actual context of the quick entry in the large text box below. This is the text that will be added to the text addendum.

Appraisal Studio allows you to insert Word documents into the Addendum Editor. Click on “Insert” and then click on “Word Document”. A directory tree window appears and allows you to browse for you file.

A very useful feature is Autotext. Appraisal Studio can insert fields from the report such as Lender Address, Subject Address, etc… This will save time from flipping back between the forms and the text addendum. To use the Autotext feature, place the cursor in the text addendum where you want to insert the information and then click on “Insert” and then “Autotext” and click on the field label that has the information that you want to add to the text addendum (**Figure 3.31**). Click on “OK” and the selected information is copied from the form and placed on the text addendum.

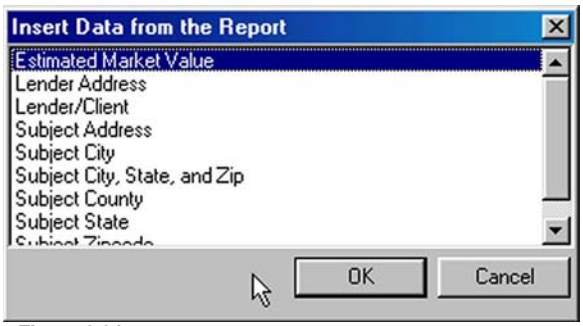


Figure 3.31

inFocus Photo Module

Using a Digital Camera
Inserting Photographs
Managing Photographs
Photograph Scrapbook

Using a Digital Camera

The optional inFocus Photo Imaging package is included with your Appraisal Studio program. However, it is deactivated until it is purchased. If you choose to activate this optional package, contact your United Systems account representative. They can fax you a new activation code upon receiving payment for this optional package.

Appraisal Studio can work with almost any digital camera that is 100% TWAIN compatible or one that uses a diskette. When looking for a camera, purchase one that has a resolution of a minimum of 320 x 240 dpi. However, a camera with a resolution of 640 x 480 dpi or better would be more desirable for quality pictures. Necessary camera features include extended memory and a built in flash. Some additional accessories you may want to consider are an AC adapter, wide-angle lenses and filters.

Capturing Photographs from a Digital Camera

The first step to adding photos to your report is to import those photos that you have taken into your Photo Library. Select "Photographs" from the menu bar and click on "Add Photos to Library". Appraisal Studio searches your system for TWAIN compatible devices and provides a list of those sources in a drop-down menu (**Figure 4.1**). From the menu, select a camera and click the **Retrieve Photos** button. If your camera does not appear on the list, cancel this operation and install the software that came with the camera. Your camera should then appear on the menu for you to select.

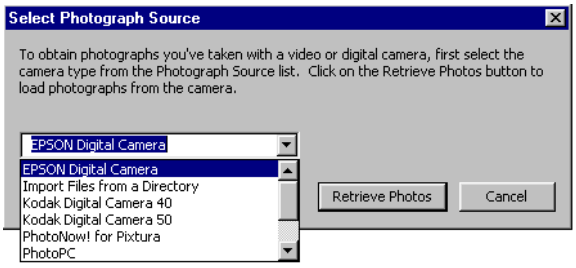

Select Photograph Source
To obtain photographs you've taken with a video or digital camera, first select the camera type from the Photograph Source list. Click on the Retrieve Photos button to load photographs from the camera.
EPSON Digital Camera
EPSON Digital Camera
Import Files from a Directory
Kodak Digital Camera 40
Kodak Digital Camera 50
PhotoNow! for Pixtura
PhotoPC
Retrieve Photos
Cancel

Figure 4.1

Since all cameras work differently, Appraisal Studio uses your camera's software to download the photos from your camera. For a more detailed explanation on the camera's software, please consult the manual included with it.

When you have selected the photos you want and arranged them as needed, click on the Transferring icon in the camera software – this will transfer the selected photos to Appraisal Studio.

These photographs are now in inFocus and displayed in the "Capture Photographs" window (**Figure 4.2**). Each photograph must be given an address and a description. By selecting a report from the directory tree on the left, the properties in that report will be displayed in the list on the right. This allows you to capture photos for multiple reports simultaneously. Click on the Property on the right, then click on the description drop-down list and choose a description for each picture. If you are downloading photos for properties that are not included in one of your reports, click on a photo and then instead of choosing an address, type in the property address and choose a description for the photo.

Saving Photographs

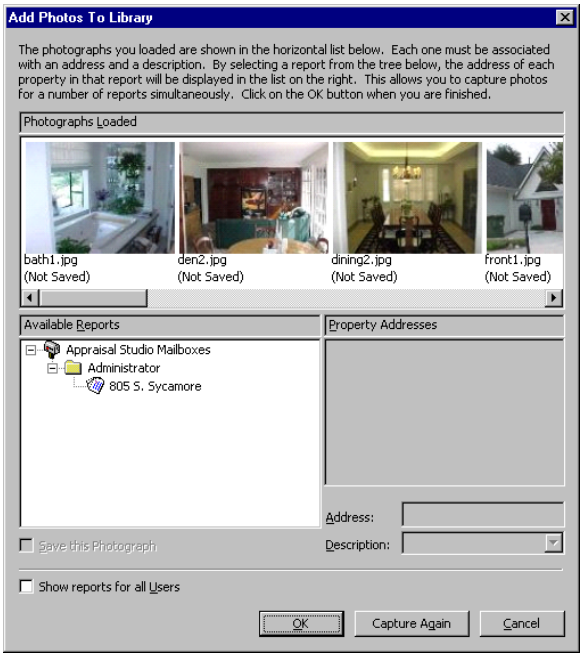

Add Photos To Library
The photographs you loaded are shown in the horizontal list below. Each one must be associated with an address and a description. By selecting a report from the tree below, the address of each property in that report will be displayed in the list on the right. This allows you to capture photos for a number of reports simultaneously. Click on the OK button when you are finished.
Photographs Loaded
bath1.jpg
(Not Saved)
den2.jpg
(Not Saved)
dining2.jpg
(Not Saved)
front1.jpg
(Not Saved)
Available Reports
Property Addresses
Appraisal Studio Mailboxes
Administrator
805 S. Sycamore
Address:
Save this Photograph
Description:
Show reports for all Users
OK
Capture Again
Cancel

Figure 4.2

Appraisal Studio allows you to save photos for multiple reports simultaneously. In the frame labeled "Available Reports " you will see all the folders for the logged-in user. When you click on a report's address in the "Available Reports" frame on the left, all the addresses associated with that report will appear in the "Property Addresses" frame on the right. The address listed first in the "Property Address" frame is the subject address for that report. The addresses that follow list comparable #1, #2 and so on. You can also view reports for all users by clicking the checkbox labeled "Show reports for all Users".

Highlight a photo and click on a report on the left-hand side, then click the address of the photo in the "Property Address" frame. Click on the drop-down menu in the "Description" edit box and choose a description for that photo. Then click on another picture.

Repeat this process for every photo you want to save. When you are finished, click on "OK". If you haven't saved all your photographs, Appraisal Studio will inform you of such by displaying a window asking if you are finished selecting all of the photographs you intend to keep. Click on OK when you are finished and you will be returned to the "Capture Photographs" window screen. A photo that you leave without an address will be highlighted for attention. If you would like to save the photo, type in an address and a description. If you decide to not save the photo, uncheck the "Save this Photograph" check box. You will notice that the caption will change to "Not Saved."

After you are done saving all the photos to an address and a description and have clicked on OK, the photos are now stored in Appraisal Studio's photo library for easy automatic retrieval and for future appraisal usage.

Importing Photos From a Directory

Another feature of Appraisal Studio is importing photos from a folder and using them later. Use your camera's software and save the photos in a JPG format to a temporary photo folder. You don't have to associate each photo with an address, nor do you have to worry about naming each photo. When you are ready, you can import the photos from the temporary directory into Appraisal Studio and assign an address and a description to each photo. This is useful if you want to download miscellaneous photos before the appraisal report is started or for MLS photos. This method also comes in especially handy when you don't have the time to create reports to download the photos into. After the appraisals are completed, you can delete the photos from the temporary directory.

Using the camera's software allows you to download the pictures from the camera and save all photos to a directory. After entering the addresses into the report, you can import the photos and save them to an address. Although saving the photos to a directory and then importing them to Appraisal Studio, followed by saving them again involves an additional step, this method can save you time. It allows you to download photos from your camera quickly and delete those photos from the camera, freeing up space to allow you to take pictures more pictures for other appraisals.

Inserting Photographs

Auto-populating Photo Pages

Once your photo library is up to date, Appraisal Studio can now auto-populate the photo pages. Auto-populating photos will put the subject photo labeled “Front View” on the Cover page and the “Table of Contents” page automatically. It will put the subject’s front, rear, and street view on the “Subject Photo Addendum” form. It will also place the front view of Comps #1, #2 and #3 on the “Comparable Photo” form. Appraisal Studio will place subject’s interior photos in the interior photo page. In addition, the appropriate corresponding data will be placed along side each photo. In fact, if you rearrange the order of the comparables, Appraisal Studio will automatically move the comparable photos as well as the data to correspond with the order of the comparables in the primary form.

To have the photos inserted automatically from the primary form, click on **Photographs** and then click on **Automatically Populate Photo Pages**.

Manually Inserting Photos to Photo Pages

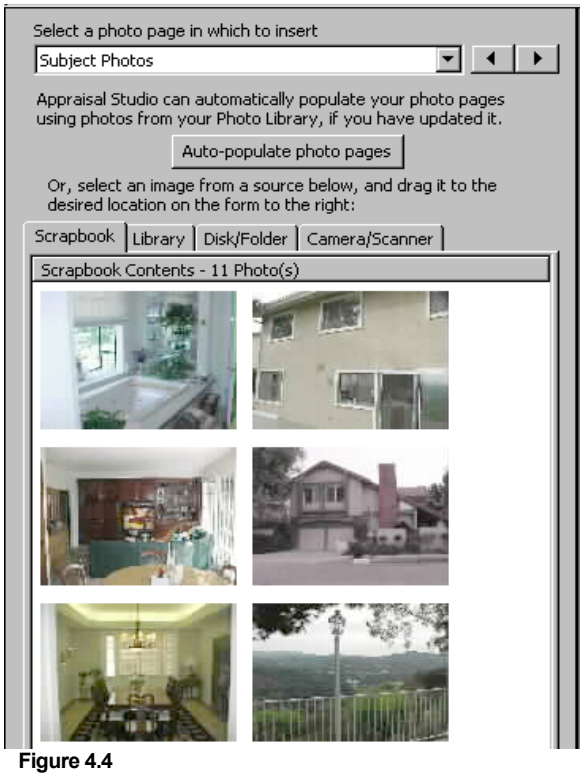

Select a photo page in which to insert
Subject Photos
Appraisal Studio can automatically populate your photo pages using photos from your Photo Library, if you have updated it.
Auto-populate photo pages
Or, select an image from a source below, and drag it to the desired location on the form to the right:
Scrapbook
Library
Disk/Folder
Camera/Scanner
Scrapbook Contents - 11 Photo(s)

Figure 4.4

You must have a photo form included with your report in order to insert photos manually. To add a photo page to your report, please follow the instructions found in the **Adding and Removing Forms in a Report** section of the User Guide for Appraisal Studio found earlier in this manual. Once the desired photo form is in your report, click on the **Photos** button in the Report Navigation Bar. A photo selection area will appear to the left of your screen (**Figure 4.4**). From the drop-down menu under "select a photo page in which to insert," choose the page you wish to manually insert photos into. The page you selected should now appear to the right of the photo selection window.

If you have already inserted photos into the photo library for the addresses in your report, click the **Auto-populate photo pages** button and those photographs should appear on the appropriate pages. Otherwise, click on the tab appropriate for what you wish to accomplish.

Scrapbook

The scrapbook tab displays images that have been previously placed in the inFocus Scrapbook. For more information on placing images into the scrapbook, please refer to the Photo Scrapbook section later in this chapter. To place a photo from the scrapbook into one of the photo areas, simply click and hold down the left mouse button over the photo you wish to include in your report, move your mouse over so it hovers above where you want the photo to be placed, and release the mouse button (this is called "dragging and dropping").

A window called **Save Photo into Library** will pop up. If you do not wish this photo to be saved under an address and description from this report, then click the circle next to **No**. Otherwise, click the circle next to **Yes** and choose the address and description you wish to associate with the image. If you don't ever want to use this option to place scrapbook photos into your photo library, check the box next to **Never want to associate the photos to the library**. Click **Close** to continue.

Note: *Choosing **Never want to associate the photos to the library** makes a permanent change to your software. You will never see the Save Photo into Library window again if you check this box. Be certain this is what you want before choosing this option.*

Library

The library tab allows you to view the images currently associated with the addresses and views in your report. The images showing at first are the ones associated with your Subject. To view the photos associated with the other properties in your report, click the **Library Properties** button, click on the address you wish to view, and click the **OK** button. If you wish to view the subject's images again, you can choose it from the drop-down list located directly above the photos and to the left of the Library Photos button.

You can drag and drop images from the library to the photo forms in your report, just as you did with the scrapbook photos. An example of when you might want to use the library tab is if "Auto-populate" added a Front View image that you wish to have as the Street View instead.

Disk/Folder

If there is a photo on your hard drive or on another attached storage device you wish to drag and drop into a photo form in your report, you can use the disk/folder tab (**Figure 4.5**) to do so. Click on the **Browse Folders** button to select the folder your image is located in, then click **OK**. The list of images in that folder will appear under "Files in folder:". Choose the image you wish to bring into your report, and a thumbnail preview image should appear in the "Selected image" box. To bring that image into your report, drag and drop it the same way you would from the scrapbook or library tabs. The **Save Photos into Library** window will appear. For details on this window, please refer to the "Scrapbook" section above. Click **Close** and the image will appear in the gray area you dragged it to in your form.

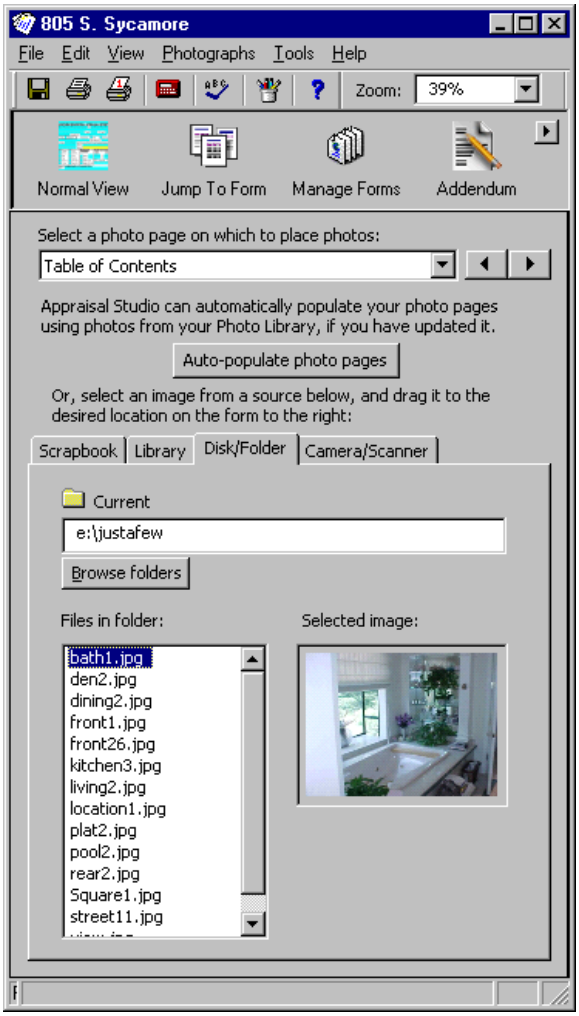


Figure 4.5

Camera/Scrapbook

Click the **Connect with Camera/Scanner** button to launch the "Capture Photographs" process discussed earlier in this chapter.

Managing Photographs

Edit Photo Library

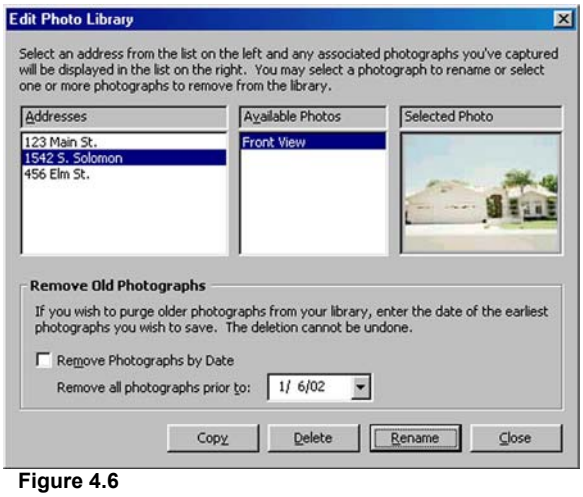

Edit Photo Library
Select an address from the list on the left and any associated photographs you've captured will be displayed in the list on the right. You may select a photograph to rename or select one or more photographs to remove from the library.
Addresses
123 Main St.
1542 S. Solomon
456 Elm St.
Available Photos
Front View
Selected Photo
Remove Old Photographs
If you wish to purge older photographs from your library, enter the date of the earliest photographs you wish to save. The deletion cannot be undone.
Remove Photographs by Date
Remove all photographs prior to:
1/ 6/02
Copy
Delete
Rename
Close

Figure 4.6

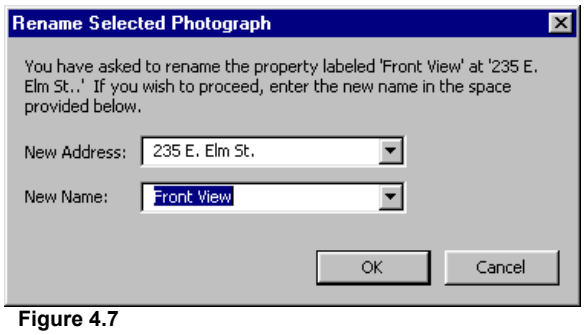

Rename Selected Photograph
You have asked to rename the property labeled 'Front View' at '235 E. Elm St..' If you wish to proceed, enter the new name in the space provided below.
New Address:
235 E. Elm St.
New Name:
Front View
OK
Cancel

Figure 4.7

The "Edit Photo Library" window allows users to see the photos associated with an address. It also allows users to change the address or the description of a saved photo and delete photos. To manage the photo library, go to "Photographs" in the toolbar and select "Edit Photo Library" (**Figure 4.6**).

Renaming a Photo

You can change the address and the description of a photo. Select an address from the list on the left in the frame of the "Edit Photo Library" window named "Addresses". The description of any photos associated with that address will appear in the middle frame that is named "Available Photos". As you click on a description, the photo will appear in the "Selected Photos" window.

Select a photo and click the **Rename** button. The "Rename Selected Photograph window will appear (**Figure 4.7**). If you wish to change the address, click on the drop-down menu in the "New Address" field. This will display all the addresses that are in the current appraisal report. You can choose one of these addresses or type in a completely new address.

If you wish to change the description of a photo, click on the drop-down menu in the "New Name" field. You could choose one of those descriptions or type in a completely new description. Click **OK** when finished.

See Enlarged View of Photograph

inFocus Photo Imaging actually creates two pictures for every photo that is saved. The first photo is the thumbnail sized image and the second picture is the regular, full sized image. To see the enlarged image in inFocus, double click on the thumbnail image from the Capture Photographs window, or from one of the tabs in the "Photos" screen. To close the enlarged view, click on the "X" in the top right-hand corner of the image, or simply click on the enlarged image itself.

Photo Scrapbook

Appraisal Studio adds a Photo Scrapbook for each user added. This is a great location for quickly downloading photos off your digital camera without taking the time, at this point, to assign an address and a description for each photo. When you are ready, you can view the photos from the scrapbook in Appraisal Studio and assign an address and a description to each photo. This is useful if you want to download miscellaneous photos before the appraisal report is started or for MLS photos. This method also comes in especially handy when you don't have the time to create reports to download the photos into. After the appraisals are completed, you can delete the photos from the scrapbook

Adding Photos to Scrapbook

To add photos to the Photo Scrapbook, click on "Photographs" on the Menu Bar and then "Add Photos to Scrapbook". The "Select Photograph Source" window appears. To obtain the photographs you've taken with a video or digital camera, first select the camera type from the Photograph source list, and then click on the "Retrieve Photos" button.

If you already have photos in the scrapbook, Appraisal Studio will display the "Status of the Scrapbook" window **(Figure 4.8**). Indicate whether you want to empty your scrapbook and save the new photos or keep the existing photos in the scrapbook and add these new photos. You can also view the Photographs in the scrapbook before making this decision by clicking on the "View Photos" button. If you click on the "Empty Scrapbook" button, all photos currently in the scrapbook will be deleted and you will not be able to recover these photos (**Figure 4.9**). You can also delete the scrapbook by clicking on "Photographs" and then "Empty Photo Scrapbook". The photos that were saved to the photo library were not deleted.

Status of the Scrapbook
Your Scrapbook currently contains 12 photos.
Indicate whether you want to empty your scrapbook and save new photos or keep the existing photos and add new photos to the scrapbook.
You can also view the photographs before making any decision.
Empty Scrapbook
Keep Photos
View Photos
Cancel

Figure 4.8

Empty the Scrapbook
Warning!! These will delete all the photos that you have on your Scrapbook folder.
Delete all the Photographs on your Scrapbook
OK
Cancel

Figure 4.9

If you choose the "Keep Photos" button, you can retrieve photos in the same way that you download photos for the photo library only you don't have to choose an address or a description for the photos.

The photos will be displayed in the "Add Images to Scrapbook" window (**Figure 4.10**). You can select individual photos by clicking on each one or you can click on the "Select All" button to select all photos. When you have selected the photos that you want to save in the scrapbook, click on "OK".

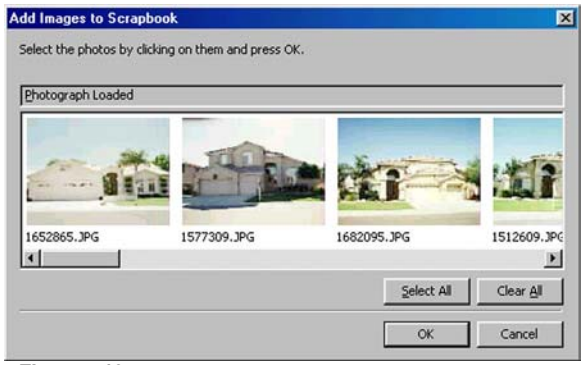


Figure 4.10

You can View the Scrapbook by clicking on "Photographs" in the Menu bar and then click on "View Photo Scrapbook" or by clicking **Photos** in the Report Management Bar and then click on the Scrapbook tab.

inBox Electronic Delivery System

Welcome to the world of electronic delivery. This section will show you how to set up your Internet provider information, how to set up remote mailboxes that you will be sending the reports to, and how to check your mailbox. Using electronic delivery in Appraisal Studio is extremely easy. Once you go through a few initial configuration settings, it is simply a matter of dragging and dropping a report on a lender's mailbox and the entire report including photos and addenda forms is transmitted.

Setting up your Electronic Delivery System from Start to Finish

When you send a report via electronic delivery, the report is sent in a specific file format. The time it takes to send a report via electronic delivery depends on the size of the report being sent, as well as the speed of your systems modem and on-line connection. A large number of graphical images and photos inside the report will increase its size and thus take longer to send a file.

To start the electronic delivery connection, you will first have to set up your Internet account information so Appraisal Studio can communicate with your Internet Service Provider (ISP). See the **Internet/Modem Tab Configuration** section in the **Getting Started** portion of the manual.

Setting up a Remote Mailbox

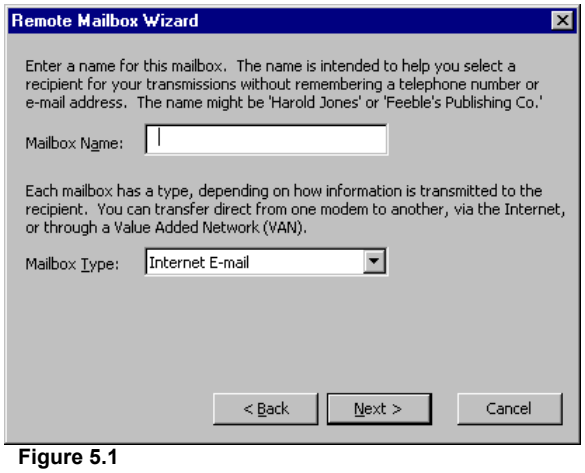

Remote Mailbox Wizard
Enter a name for this mailbox. The name is intended to help you select a recipient for your transmissions without remembering a telephone number or e-mail address. The name might be 'Harold Jones' or 'Feeble's Publishing Co.'
Mailbox Name:
Each mailbox has a type, depending on how information is transmitted to the recipient. You can transfer direct from one modem to another, via the Internet, or through a Value Added Network (VAN).
Mailbox Type:
Internet E-mail
< Back
Next >
Cancel

Figure 5.1

To set up a remote mailbox, select **File, New** then **Remote Mailbox**. A dialog box will appear asking for the **Mailbox Name** and **Mailbox Type** (**Figure 5.1**). Once you have filled this out select **Next**.

Note: *You can also click on the Mailbox icon located in the toolbar to bring up the Remote Mailbox Wizard.*

Mailbox Name – Enter a name for this mailbox. This name should not be an e-mail address, but rather the name of the person you are sending the message to.

Mailbox Type – Using the drop-down menu, select the type of mailbox you will be setting up. Choose from ACI Lighthouse, AIRD, AppraisalPort, Internet E-mail, or Post to Web Server, depending on the needs of whom you are sending your reports to.

ACI Lighthouse

This format is used to translate Appraisal Studio format to ACI Format. The Lighthouse program can be purchased from United Systems.

Internet E-Mail

If you are sending a report through standard e-mail, choose **Internet E-mail**. A second window will ask you for the account information (**Figure 5.2**). The "To Account" is the e-mail address to where the document will be sent and the "Reply Account" is your e-mail address so the recipient knows who sends the orders to in case of a failure during the transmission. You can add a custom subject line by checking the "Custom e-mail subject" checkbox. Once completed, click **Next**.

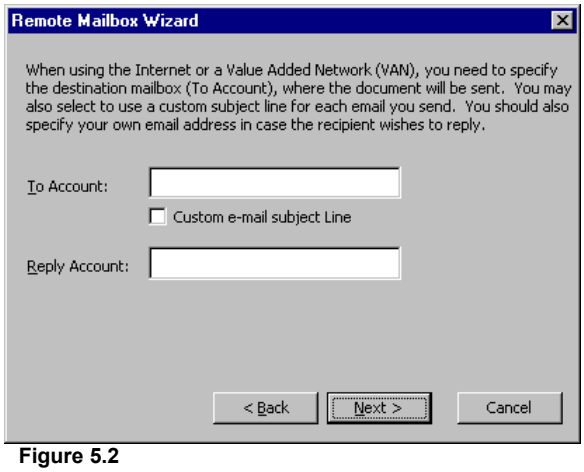
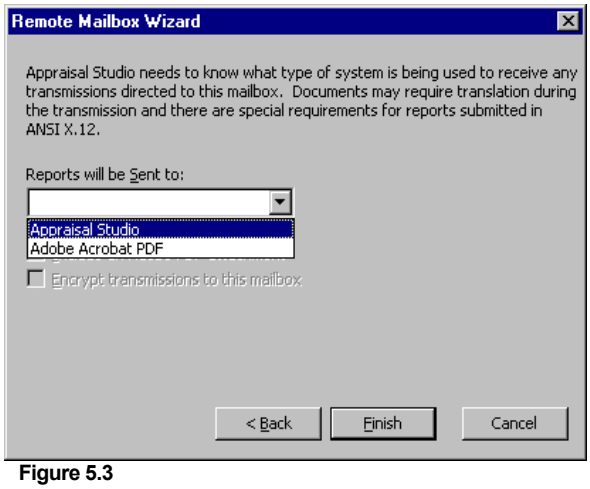

Remote Mailbox Wizard
When using the Internet or a Value Added Network (VAN), you need to specify the destination mailbox (To Account), where the document will be sent. You may also select to use a custom subject line for each email you send. You should also specify your own email address in case the recipient wishes to reply.
To Account:
Custom e-mail subject Line
Reply Account:
< Back
Next >
Cancel

Figure 5.2

The final screen allows you to select how the document will be received (**Figure 5.3**). Appraisal Studio needs to know what type of system is being used to receive your reports. Appraisal Studio may need to translate a report to a particular format so that the receiving party's computer will be able to understand it. The choices are:

- **Appraisal Studio:** Use this format when transferring reports to other Appraisal Studio users. If the reports are not signed, the recipient may edit the report.

- **Adobe Acrobat PDF:** This format requires the Adobe Acrobat Distiller installed on your system, which comes with the latest version of Adobe Acrobat. This third party software can be purchased separately. The recipient cannot edit a report sent in this format. The Acrobat Reader is required in order to read the report. This reader program is widely distributed and can be downloaded gratis from the internet.


Remote Mailbox Wizard
Appraisal Studio needs to know what type of system is being used to receive any transmissions directed to this mailbox. Documents may require translation during the transmission and there are special requirements for reports submitted in ANSI X.12.
Reports will be Sent to:
Appraisal Studio
Adobe Acrobat PDF
Encrypt transmissions to this mailbox
< Back
Finish
Cancel
Figure 5.3

Post to Web Server

If you are required to send a report using HTTP Post, select **Post to Web Server**. You will be provided with a field to enter the URL you have been provided by the intended recipient. Once that is entered, click **Next**. You will then be asked whether you wish to send the report in Appraisal Studio or Adobe Acrobat PDF format. See the Internet E-mail section above for details on these two options.

Finishing Setup

Once you select the desired option(s), select **Finish**. **The mailbox is now set up.**

Every mailbox that you set up will be located under the Remote Mailboxes. Click on the plus sign to view the mailboxes you have set up.

Sending a Report

Sending a report to a remote mailbox is extremely easy in Appraisal Studio. Once you have set up a remote mailbox, a folder was created under Remote Mailboxes on the left hand side of the screen. All you have to do is click on a report that is in the right hand side of the main screen and drag it over to the remote mailbox folder where you wish to send it and drop it. The entire report will be sent to that remote mailbox.

Another way is by clicking on the **Send Mail** icon in the toolbar and selecting the mailbox you want to send the report to.

Receiving Mail

Appraisal Studio allows you to retrieve Appraisal Studio reports. But before you can download mail, an e-mail address must be associated with a folder. On the left hand side of your screen you have a number of "Folders" which contain your appraisals and appraisal order. You can associate each folder with its own e-mail address for multiple users.

Note: *The Folders and the Incoming Mail are the only two items that can be assigned e-mail addresses.*

To set up your e-mail, right-click on a user's name or the "Administrator" folder or **Incoming Mail** and select "Associate with an E-mail Address" (**Figure 5.4**). These folders are areas where you can check for mail. (appraisals or appraisal orders). You can only assign one e-mail address to a folder and each e-mail address can only be assigned once. Once the e-mail address is associated with a user, only that user will be able to download and view the e-mail in the mailbox.

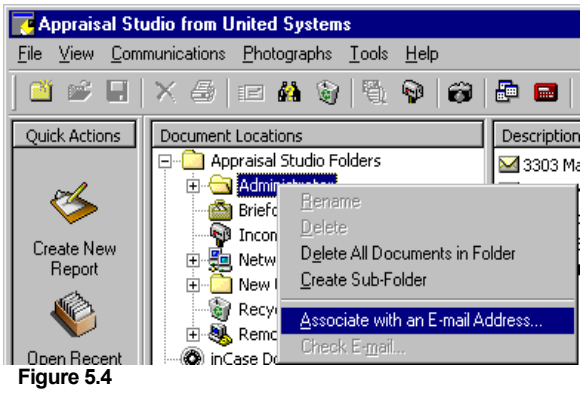


Figure 5.4

After you have selected "Associated with an E-mail Address," a window will appear in which you will need to complete the included fields. Enter your "Internet E-mail Address" i.e. **johnsmith@internet.com**, followed by Internet Mail Server which is the POP3 Server. Contact your Internet Service Provider (ISP) for the POP3 server name.

The "**Account Name**" is typically the information prior to the @ symbol i.e. johnsmith. Lastly, "**Password**" is the password your Internet provider assigned your E-mail box. Then click **OK**.

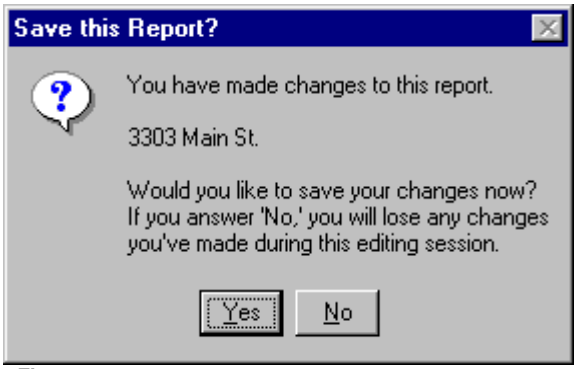
Note: *You can select to have Appraisal Studio ask you for your password each time or remember it by selecting an option under "Password Option".*

Checking Your Mailbox

To download appraisal reports to your mailbox, select **Communications** and then click on **Retrieve E-mail**. Appraisal Studio will download new reports; distribute them to their appropriate folders as desired by dropping and dragging.

Another way is by right clicking on the folder you want to check and select **Check E-mail**. When receiving the E-mail you will see a "Downloading" screen with a percentage bar. The E-mail you receive will appear in the folder you selected.

A separate E-mail address for receiving Appraisal Orders or Appraisals is recommended to keep appraisals orderly and to receive the appraisals and orders directly into Appraisal Studio. However, a separate e-mail address is not required. If you do receive appraisals as attachments in an e-mail program such as Outlook, double-click on the attachment and Appraisal Studio will open the report. Upon exiting the report, you will be prompted to save the report (**Figure 5.5**). Choose "Yes" and the appraisal report will be saved under the name of the user that was automatically logged in when Appraisal Studio started.


Save this Report?
You have made changes to this report.
3303 Main St.
Would you like to save your changes now?
If you answer 'No,' you will lose any changes you've made during this editing session.
Yes
No
Figure 5.5

Receiving Reports via Modem to Modem

The recommended way to transmit a report is via the Internet. However, Appraisal Studio is able to transmit reports directly modem to modem. To receive a report, make sure that the modem is not in use and a telephone line is connected. Click on "Communications" then click on "Wait for an Incoming Call".

COMPARABLES DATABASE

Comparable Properties

If you have just purchased the module, the first step to access your Comparable Database Module is to click on **Tools** in the Menu Bar and select **Purchase New Products**. Enter your new Account Number and Activation Code.

Once you have access to your Comparable Database Module, click on **Tools** again and select **Comparable Property Database** to open the "Comparables Database" window (**Figure 6.1**).

Click on the **Options** button to initialize the database. The "Comparables Database Options" screen will appear (**Figure 6.2**). Click on **Import** to insert properties from outside sources to the database.

To import reports already completed in Appraisal Studio, select **Individual Appraisal Reports** in the "Import Properties" window screen.

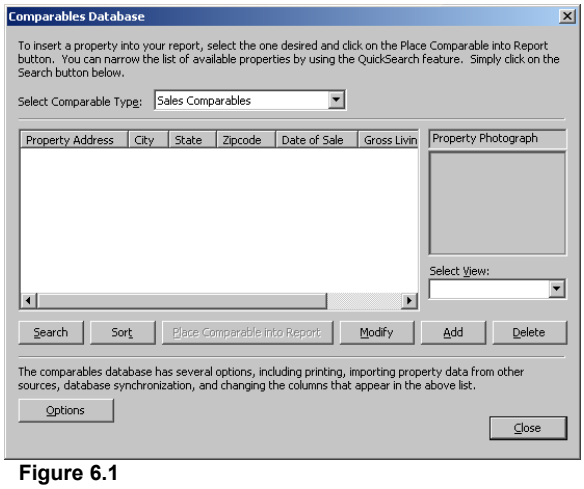

Comparables Database
To insert a property into your report, select the one desired and click on the Place Comparable into Report button. You can narrow the list of available properties by using the QuickSearch feature. Simply click on the Search button below.
Select Comparable Type:
Sales Comparables
Property Address
City
State
Zipcode
Date of Sale
Gross Livin
Property Photograph
Select View:
Search
Sort
Place Comparable into Report
Modify
Add
Delete
The comparables database has several options, including printing, importing property data from other sources, database synchronization, and changing the columns that appear in the above list.
Options
Close

Figure 6.1

Selecting Displayed Columns

While in "Comparables Database Options," you may select what columns to display in the main screen by clicking on **Select Columns**.

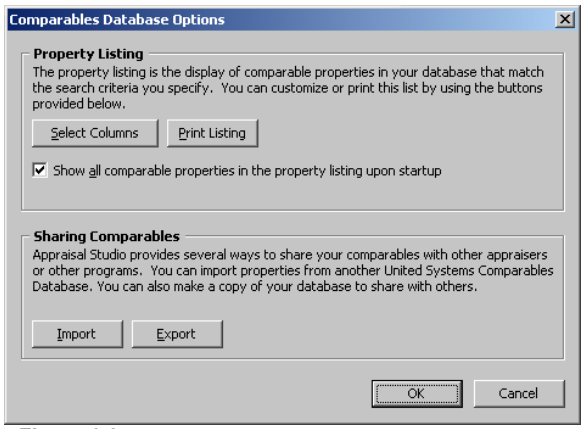

Comparables Database Options
Property Listing
The property listing is the display of comparable properties in your database that match the search criteria you specify. You can customize or print this list by using the buttons provided below.
Select Columns
Print Listing
Show all comparable properties in the property listing upon startup
Sharing Comparables
Appraisal Studio provides several ways to share your comparables with other appraisers or other programs. You can import properties from another United Systems Comparables Database. You can also make a copy of your database to share with others.
Import
Export
OK
Cancel

Figure 6.2

Importing Options

Essentially the program can extract the city and the state of your comparable property from either the second line of the grid or import it (the city and state fields are the same as the subject). Check the boxes that apply to you (**Figure 6.3**). These are important, as no field exists for appraisers to place the zip code for the comparable on the grid - this will give you the ability to search by zip code.

We recommend checking the second circle and all three of the checkboxes if they apply. This will increase the number of data fields that are included in the listing for the comps being imported. This is useful when you try to search for the comparable using criteria not included in the Market Analysis grid section.

Once you have selected the choices that apply to you, click on the **OK** button. You will see an indicator showing that the system is importing the database. Once this is complete you will need to click on **OK** for the "Comparable Database Options" window. This will prompt the program to search all of the available reports and extract all of the comparable information from them.

You are now back at the "Comparables Database" window. Located near the top of the window, you will see a field labeled Select Comparable Type. The common choice for the URAR is the Sales Comparables.

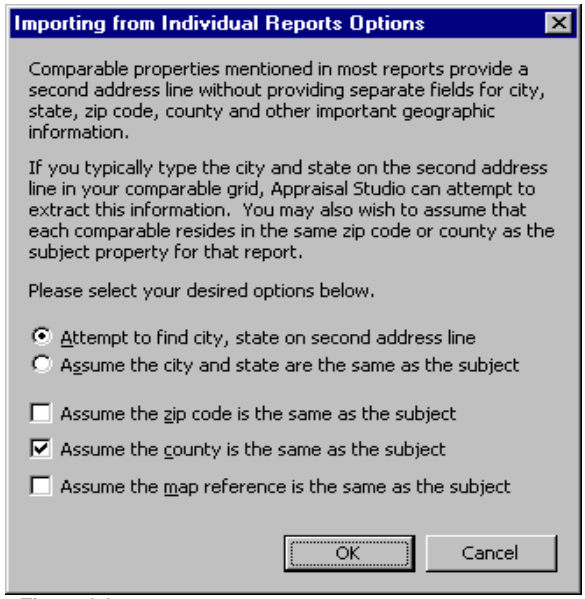

Importing from Individual Reports Options
Comparable properties mentioned in most reports provide a second address line without providing separate fields for city, state, zip code, county and other important geographic information.
If you typically type the city and state on the second address line in your comparable grid, Appraisal Studio can attempt to extract this information. You may also wish to assume that each comparable resides in the same zip code or county as the subject property for that report.
Please select your desired options below.
Attempt to find city, state on second address line
Assume the city and state are the same as the subject
Assume the zip code is the same as the subject
Assume the county is the same as the subject
Assume the map reference is the same as the subject
OK
Cancel

Figure 6.3

Quick Search Feature

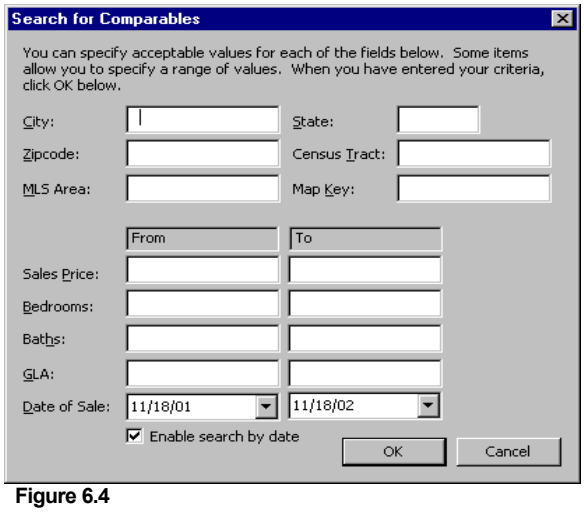


Figure 6.4

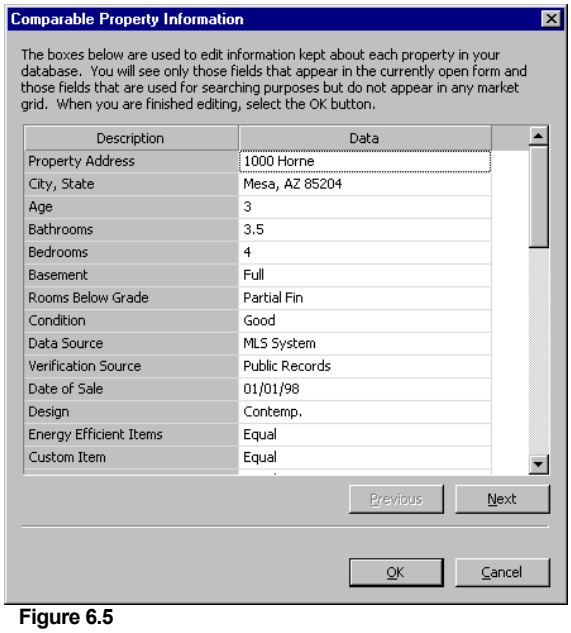


Figure 6.5

From the "Comparables Database" window you may select **Search** to narrow your search criteria. In the "Search for Comparables" screen (**Figure 6.4**), simply enter your appropriate search criteria and click on **OK**.

The program will then display your search results. By clicking on an address, it will display the corresponding photo. To insert a comparable into a report simply highlight it and click on the **Place Comparable into Report** button.

In the "Place Comparable Report", select the position you would like this comparable to occupy by highlighting it and clicking **OK**.

Advanced Comparable Property Database Features

Adding Comparables

You may manually add a comparable by clicking on the **Add** button and entering the appropriate information.

Deleting a Comparable

The "Comparable Property Database" allows you to remove outdated comparable properties by date or manually by individual comparable.

Exporting Comparable Properties

Appraisal Studio also allows you to export the Comparable Database including the photos. It automatically detects removable media, so you will be able to utilize a Zip Drive, or any other such device you may have for this purpose.

Modifying A Comparable

Highlighting the address and clicking on **Modify** makes it easy to modify the fields in the "Comparable Property Information" window (**Figure 6.5**).

PRINTING A REPORT

Printer Setup
Printing your Report

Printer Setup

Appraisal Studio gives you several printing options. You can select the forms that you wish to print and how many copies of those forms to print. Appraisal Studio also gives you the option of sending photos to one printer and forms to another.

When you print a report for the first time, Appraisal Studio automatically displays the "Printer Setup Wizard" (**Figure 7.1**). The Setup Wizard will ask you to select a printer for your photos and a printer for your forms. Once the "Print Setup Wizard" window appears, click on **Next** to begin. After the first time, highlight the report you wish to print and click on **File** from the menu bar then select **Print**, or if you're in the report click on the **Print** icon.

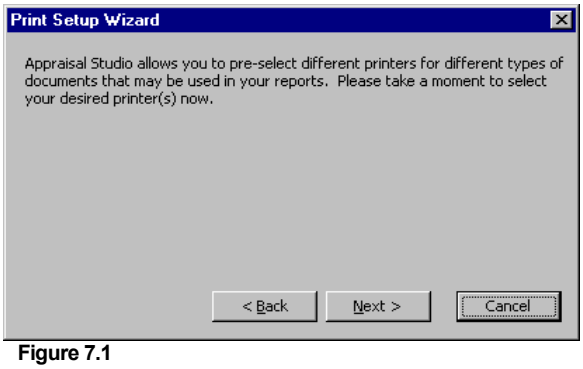

Print Setup Wizard
Appraisal Studio allows you to pre-select different printers for different types of documents that may be used in your reports. Please take a moment to select your desired printer(s) now.
< Back
Next >
Cancel

Figure 7.1

Choose the printer that you would like your forms to print out to by selecting a printer from the drop-down menu (**Figure 7.2**). This will show you a list of all the printers that you have installed on your computer. Click on a printer and then click on **Next**.

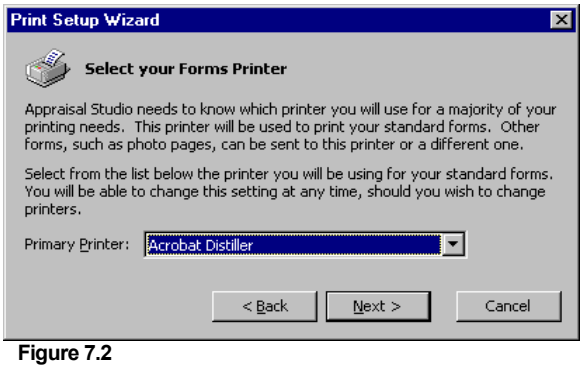

Print Setup Wizard
Select your Forms Printer
Appraisal Studio needs to know which printer you will use for a majority of your printing needs. This printer will be used to print your standard forms. Other forms, such as photo pages, can be sent to this printer or a different one.
Select from the list below the printer you will be using for your standard forms. You will be able to change this setting at any time, should you wish to change printers.
Primary Printer:
Acrobat Distiller
< Back
Next >
Cancel

Figure 7.2

Next you will be asked to select the printer you want your photos to print out on by selecting a printer from the drop-down menu. You will be able to choose any printer that you have installed on your computer. Click on a printer and then click on **Finish**.

Printing your Report

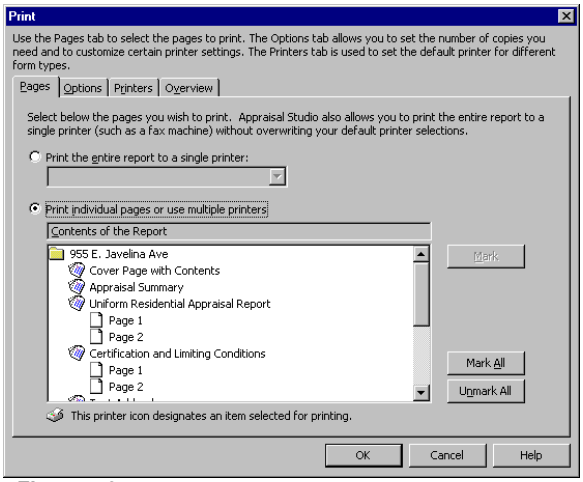

Print
Use the Pages tab to select the pages to print. The Options tab allows you to set the number of copies you need and to customize certain printer settings. The Printers tab is used to set the default printer for different form types.
Pages
Options
Printers
Overview
Select below the pages you wish to print. Appraisal Studio also allows you to print the entire report to a single printer (such as a fax machine) without overwriting your default printer selections.
Print the entire report to a single printer:
Print individual pages or use multiple printers
Contents of the Report
955 E. Javelina Ave
Cover Page with Contents
Appraisal Summary
Uniform Residential Appraisal Report
Page 1
Page 2
Certification and Limiting Conditions
Page 1
Page 2
Mark
Mark All
Unmark All
This printer icon designates an item selected for printing.
OK
Cancel
Help

Figure 7.3

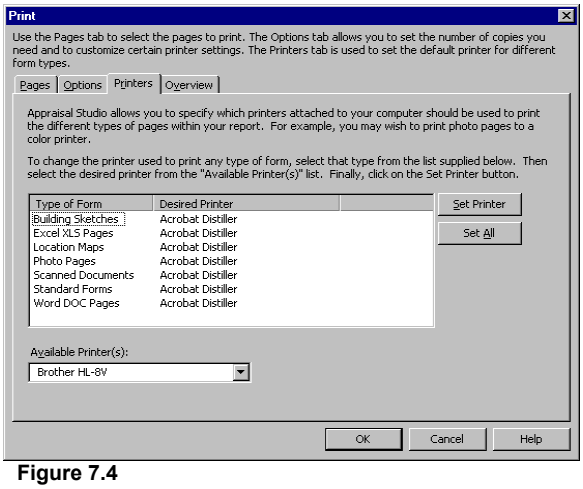

Print
Use the Pages tab to select the pages to print. The Options tab allows you to set the number of copies you need and to customize certain printer settings. The Printers tab is used to set the default printer for different form types.
Pages
Options
Printers
Overview
Appraisal Studio allows you to specify which printers attached to your computer should be used to print the different types of pages within your report. For example, you may wish to print photo pages to a color printer.
To change the printer used to print any type of form, select that type from the list supplied below. Then select the desired printer from the "Available Printer(s)" list. Finally, click on the Set Printer button.
Type of Form
Desired Printer
Building Sketches
Acrobat Distiller
Excel XLS Pages
Acrobat Distiller
Location Maps
Acrobat Distiller
Photo Pages
Acrobat Distiller
Scanned Documents
Acrobat Distiller
Standard Forms
Acrobat Distiller
Word DOC Pages
Acrobat Distiller
Set Printer
Set All
Available Printer(s):
Brother HL-8V
OK
Cancel
Help

Figure 7.4

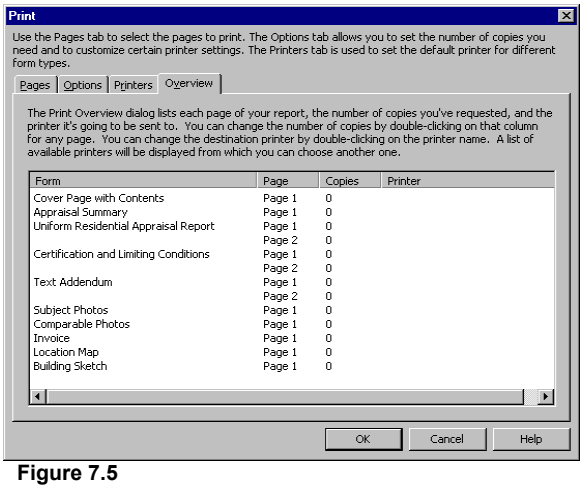


Figure 7.5

After you have setup your printer(s) and are ready to print your report, the Print window will appear providing you options to configure your printing features.

The Pages tab (**Figure 7.3**) will first appear allowing you the option to print the entire report to a single printer or print individual reports to multiple printers. Use the drop-down menu to select the printer you wish to send the report to or select the pages you wish to print. Click the **Mark All** button if you wish to print the entire report. Otherwise, highlight each page that you wish to print and then click on the Mark button.

Once you have selected all of the pages that you wish to print, click on the Options tab. If you would like to print out more than one copy of the entire report you can opt for that in this tab. The system defaults to print with the file number and page numbers as part of the heading. The remaining options are self-explanatory.

Now click on the Printers tab (**Figure 7.4**). On this screen you will be able to assign specific types of forms to particular printers. You have access to all of the printers installed in Windows, via the drop- down menu of the "Available Printer" field. Once you have selected the printer you wish to use, highlight the type of form from the list and then click on the **Set Printer** button. *Repeat this until you have all the forms matched up with the proper printer.*

The last tab is the Overview tab (**Figure 7.5**), which shows you what forms are going to print, how many copies, and to what printer each form will be sent to. A nice feature with Appraisal Studio printing options is that you can change the number of copies or the destination printer by double-clicking on that column for any page.

Viewing the Overview tab to verify that the printer settings are correct before printing is a good habit to get into. After you have the printing options set correctly, click on the **Ok** button. Your printing settings will be saved with the exception of the page selection in the Pages tab.

inControl Office Management

inControl
Initial Setup
Daily Operations
Weekly and Monthly Operations

inControl

The inControl tracking and billing module within Appraisal Studio is designed to accommodate both small and large offices. It offers simplicity for small offices without much time to invest in learning and managing a complex accounting package. It also offers the flexibility to support both local and remote appraisers, an unlimited number of clients and appraisers, and reports to help you manage your business.

There are several sections of the software you will find most helpful:

- The **Incoming Order Log**, where all new orders are recorded and appraisers can be assigned
- The **Client View**, which houses the contact information for each of the clients you will be servicing
- The **Appraiser View**, which houses the contact and license information for each appraiser you employ
- The **Work in Progress View**, which provides a summary of all outstanding orders and the status of each

There are other functions of the software that you will undoubtedly use less frequently, such as when printing reports or monthly statements. This guide is intended to introduce each of inControl's functions.

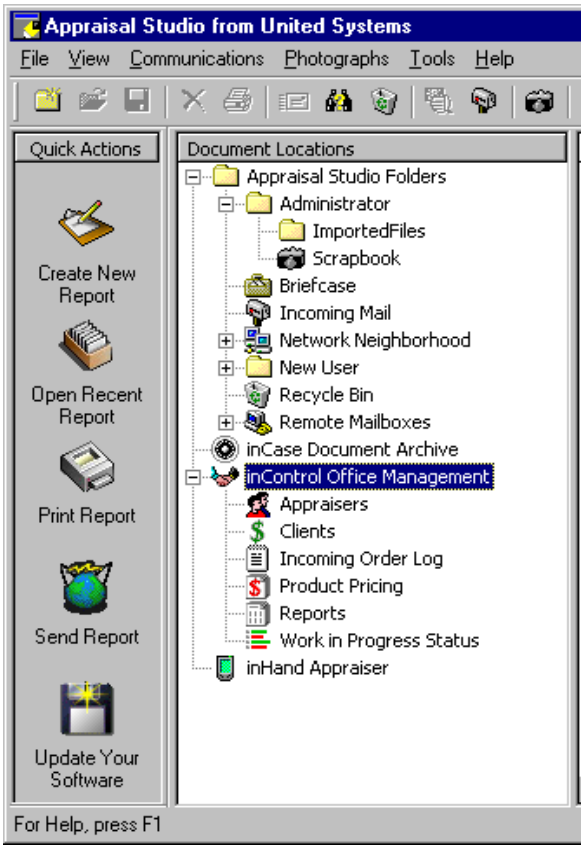


Figure 8.1

Initial Setup

The setup of inControl essentially involves the entry of the clients and appraisers that you will need to perform your daily work. You will want to have contact information handy for all parties. You will also need to configure your fees. Appraisal Studio allows you to have standard fees for each product, as well as separate fees for each client in case you have negotiated a non-standard price. You should have all of this information handy so that when you begin creating new orders in the Incoming Order Log, they are priced correctly.

Client Setup

The entry of clients into inControl will follow a series of steps. Each step will be outlined in the sections below. It is important to complete each step and verify the accuracy of the information so that invoices, statements, and other reports and correspondence is correctly produced.

Entering Default Pricing

Adding a New Client

Setting Custom Fees for a Client

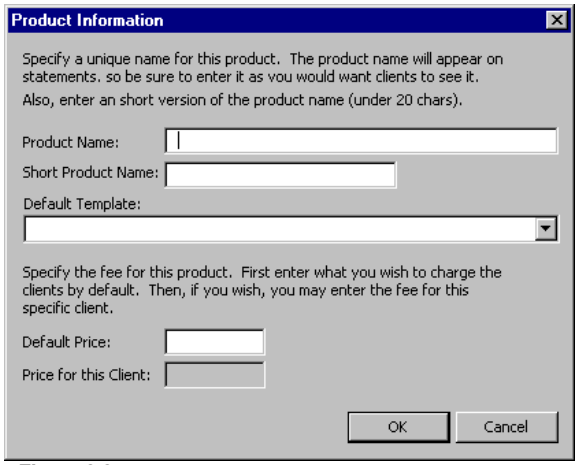
Modifying Client Information

You can refer back to each section later as a reference if you find you need to sign up a new client, or change your fees.

Entering Default Pricing

Follow the instructions below for entering your standard fees. You can repeat this process at any time should you discover an error or decide to change fees, offer new services, etc.

1. Run Appraisal Studio.
2. In the Office Management section, click on **Product Pricing**. A list of products with their default prices will appear.
3. Click on the product you wish to set the price for, and click the **Edit** button in the bottom right of the Appraisal Studio window.
4. The Product Information window (**Figure 8.2**) should appear, with the name of the product you selected highlighted. Press **TAB** to move the cursor to the Default Price field and insert the amount you would like to charge for this product by default.
5. Click **OK**. That price should now display next to the product in question in the Client View.
6. Repeat steps 3 through 5 for each product.


Product Information
Specify a unique name for this product. The product name will appear on statements. so be sure to enter it as you would want clients to see it.
Also, enter an short version of the product name (under 20 chars).
Product Name:
Short Product Name:
Default Template:
Specify the fee for this product. First enter what you wish to charge the clients by default. Then, if you wish, you may enter the fee for this specific client.
Default Price:
Price for this Client:
OK
Cancel
Figure 8.2

Adding a Client

Each client you will service needs to be recorded in inControl. The process below will be used to add each client. If you need to modify the information for a particular client after it has already been recorded, simply refer to the Modifying Client Information section.

1. Run Appraisal Studio
2. In the Office Management section, click on **Clients**. The Client View screen will appear.

3. Click on the **Add** button in the bottom right of the Appraisal Studio window.

4. The Client Information window (**Figure 8.3**) should appear. Fill in the appropriate information, then click **OK** when finished.

5. The client just entered should now display in the Client View screen.

6. If you do not need to establish custom pricing for this client, you are finished. Otherwise, be sure to refer to the next section, Setting Custom Fees for a Client.

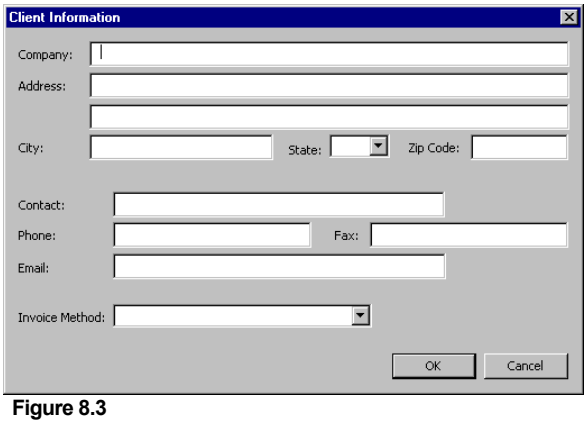


Figure 8.3

Setting Custom Fees for a Client

When a particular client deviates from your standard pricing schedule, for instance when they agree to provide a certain volume of work, you will want to record those price differences so that invoices are correctly created. You can select specific products for which the client has a custom fee without entering new prices for every product. For example, a client may use your standard pricing for everything except multi-family reports, on which you give them a $25 discount. Instead of re-entering your entire pricing table again, and compounding your problem should your standard fees ever change, inControl gives you the flexibility to specify just those products that deviate from your customary charge.

Follow the instructions below to establish a client-specific price. You will find that it is virtually the same interface you used to set up your standard fees originally.

1. Run Appraisal Studio.

2. In the Office Management section, click on **Product Pricing**. A list of products with their default prices will appear.

3. Click on the drop down arrow for the Clients field in the bottom right of the Appraisal Studio window, and select the client you wish to set a custom fee for.

4. Click on the product you wish to charge this client a custom fee for, and click the **Edit** button in the bottom right of the Appraisal Studio window.

5. The Product Information window will appear, with the name of the product you selected highlighted. Verify that the default price is correct, then press **TAB** twice so the cursor is in the Price for this Client field and set the amount of the custom fee desired. If the default price was not correct, you can alter the information in that field as well. Click on **OK** when finished.

6. The new custom fee should now appear next to the selected product in the This Client column of the Product Pricing screen.

Modifying Client Information

1. Run Appraisal Studio.

2. In the Office Management section, click on **Clients**. The Client View screen will appear.

3. Highlight the client to be modified in the Client View screen.

4. Click on the **Edit** button in the bottom right of the Appraisal Studio window.

5. The Client Information window should appear. Make the modifications you wish to the information, and click **OK** to finish.

Appraiser Setup

Once your clients are set up, you can begin entering orders. However, to assign those orders to an appraiser and track turnaround and salaries, you will need to enter all of the appraisers that will complete work for you. inControl gives you the flexibility to support appraisers that work in a central office or from remote locations.

As you enter your appraisers, you will also be entering the method in which each one will be paid. You can decide for each appraiser, and for each type of work, whether he or she will be compensated by a percentage of the client's fee of by a flat amount. inControl defines several different work types, including Single Family, Multi-Family, Condominium, and FHA.

The steps below outline the process for adding and maintaining appraiser information in Appraisal Studio.

Appraisers: Adding a New Appraiser

1. Run Appraisal Studio.
2. In the Office Management section, click on **Appraisers**. The Appraiser View screen will appear.
3. Click on the **Add** button in the bottom right of the Appraisal Studio window.
4. The Appraiser Information window (**Figure 8.4**) will appear. Fill in the information requested.
5. To complete the commission structure for this appraiser, select a type of work from the Type drop down list. If you do not want to establish commissions at this time, proceed to step 11.
6. Click **Set Commission**.
7. Select either flat fee or percentage compensation (**Figure 8.5**).
8. If necessary, press **TAB** to move the cursor to the Fee or Percentage field. Enter your desired amount. For percentages, use whole numbers such as 79 as opposed to decimal notation such as 0.79.
9. Click on the **OK** button to finish.
10. Return to step 5, repeating the process for each work type that this appraiser will be assigned.
11. Click **OK** when finished.

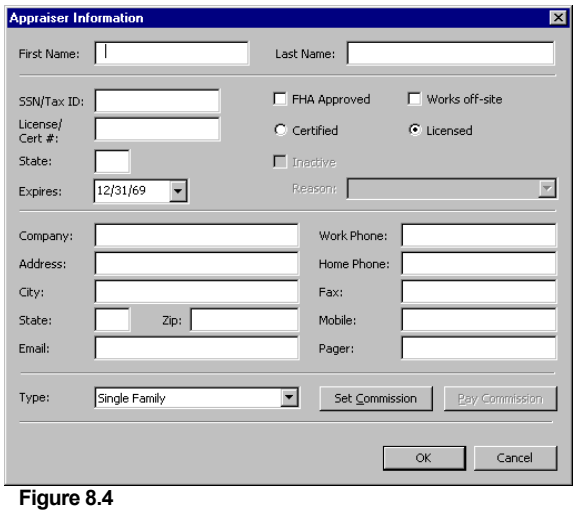


Figure 8.4

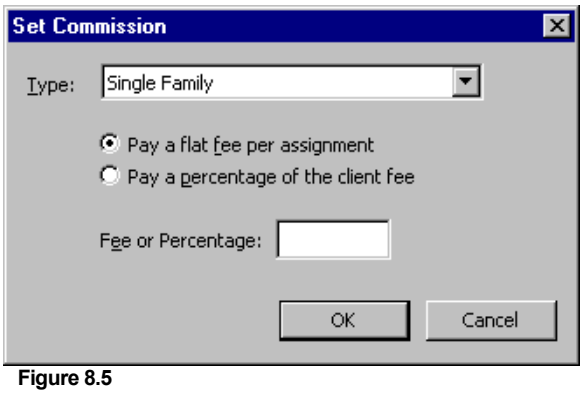


Figure 8.5

Appraisers: Modifying Appraiser Information

1. Run Appraisal Studio.
2. In the Office Management section, click on **Appraisers**. The Appraiser View screen will appear.
3. Click on the appraiser to be modified in the Appraiser View screen.
4. Click on the **Edit** button in the bottom right of the Appraisal Studio window.
5. The Appraiser Information window will appear. Make the desired modifications to the information.

6. To complete the commission structure for this appraiser, select a type of work from the Type drop down list. If you do not want to establish commissions at this time, proceed to step 11.

7. Click **Set Commission**.

8. Select either flat fee or percentage compensation.

9. If necessary, press **TAB** to move the cursor to the Fee or Percentage field. Enter your desired amount. For percentages, use whole numbers such as 79 as opposed to decimal notation such as 0.79.

10. Click on the **OK** button to finish.

11. Return to step 5, repeating the process for each work type that this appraiser will be assigned.

12. Click **OK** when finished.

Daily Operations

Entering a New Order

When your company receives a new order, the first step is to let Appraisal Studio know by using the Incoming Order Log. This log records each order you do, even if you don't use Appraisal Studio to complete the work. Appraisal Studio will use this information to create an invoice, calculate commission, and so on. It is important to remember that orders must be entered into the Incoming Order Log, or this process will not take place and client statements will not reflect what they should be billed for.

To enter a new order, follow these steps.

1. Run Appraisal Studio.
2. In the Office Management section, click on **Incoming Order Log**. The Incoming Order Log screen will appear.
3. Click on the **Add** button in the bottom right of the Appraisal Studio window. The Order Information window will appear (**Figure 8.6**).
4. Fill in the information requested. It is important to specify the client, the type of work, the specific form to be used, the fee, and property information. Much of this information can be used by Appraisal Studio to create the report.
5. Click on the **OK** button to finish.

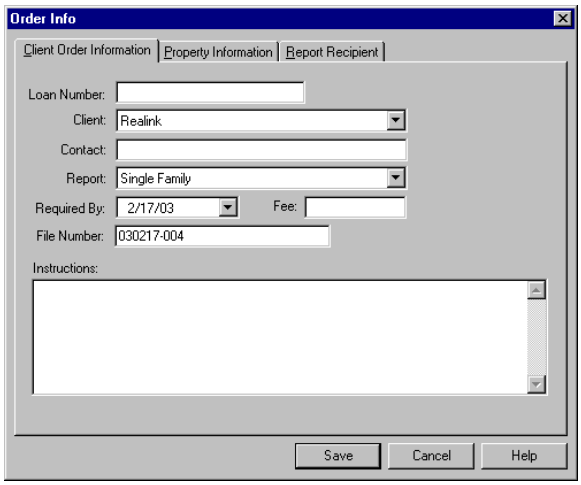


Figure 8.6

Assigning an Order to an Appraiser

Once an order has been entered into the Incoming Order Log, it can be assigned to any appraiser that has been entered using the steps described under Initial Setup. It is important to remember that you must enter each appraiser's information, even if that appraiser already has an account on your copy of Appraisal Studio. This allows Appraisal Studio to manage appraisers that work in separate offices, or assignments that are sub-contracted to other companies.

To assign an order, follow these steps:

1. Run Appraisal Studio.
2. In the Office Management section, click on **Incoming Order Log**. The Incoming Order Log screen will appear.
3. Highlight the order that needs to be assigned.
4. Click on the **Assign Appraiser(s)** button in the bottom right of the Appraisal Studio window. The Assign Appraiser window will appear (**Figure 8.7**).
5. Select the primary appraiser from the drop down list.
6. If applicable, select the secondary appraiser from the drop-down list.
7. Click on the **OK** button when finished.

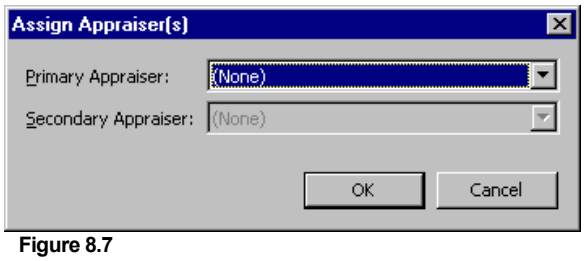


Figure 8.7

Creating a Appraisal Studio Report

When an order is entered into the Incoming Order Log, and assigned to an appraiser, he or she can produce a report directly from the order. This will copy over the pertinent information entered with the original order. File numbers are used to link orders together with invoices, and it is important to make sure that the correct file number is used. Appraisal Studio generates the file number when the order is entered. However, the user may change the file number if desired, so long as the user changes it to a file number that is unique.

To create a report based on an order, follow these steps:

1. Run Appraisal Studio.

2. In the Office Management section, click on **Incoming Order Log**. The Incoming Order Log screen will appear.

3. Highlight the order that needs to be created.

4. Click on the **Create Report** button in the bottom right of the Appraisal Studio window. The Create New Report window will appear. Proceed as usual.

5. There is nothing to prevent the user from creating a report that is different from the form requested in the original order. This is because some appraisers may be working from a remote location.

6. Additionally, the client may change the requested form after the original order has been placed. For example, a client may order a drive-by appraisal, and later upgrade it to a full inspection. It is important to remember to change the fee, if necessary, in the Incoming Order Log and not just the report itself.

Updating the Status of an Order

inControl can track progress as appraisers complete various milestones of an assignment, such as making the appointment, conducting the inspection, producing a preliminary report, and so on. However, appraisers must let Appraisal Studio know when these stages are complete.

To update the status on an assignment, you'll need to find the report in Appraisal Studio. The steps below will help guide you through this process.

1. Run Appraisal Studio.

2. In the Office Management section, click on **Work In Progress Status**. A list of current work in progress for all clients and appraisers will appear. To show just the work in progress for a particular client and/or appraiser, click on the appropriate drop-down list for clients and/or appraisers located in the bottom center of the Appraisal Studio window, and choose the client and/or appraiser name you wish to display.

3. Double-click on the work in progress you wish to change the status of.

4. The **Status of This Report** window should appear (**Figure 8.8**).

5. Type the estimated completion date of the report, or use the standard Microsoft date-time control to select it graphically.

6. If this report is being cancelled, check the **Cancel all work on this report** box.

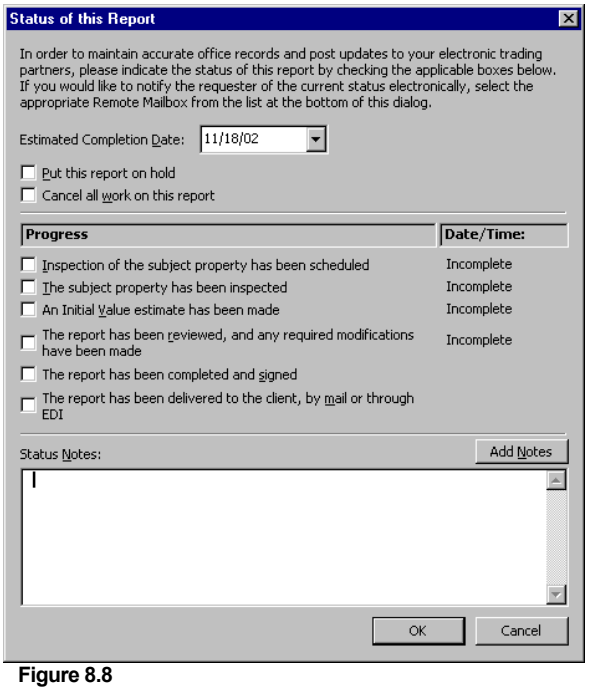

Status of this Report
In order to maintain accurate office records and post updates to your electronic trading partners, please indicate the status of this report by checking the applicable boxes below. If you would like to notify the requester of the current status electronically, select the appropriate Remote Mailbox from the list at the bottom of this dialog.
Estimated Completion Date:
11/18/02
Put this report on hold
Cancel all work on this report
Progress
Date/Time:
Inspection of the subject property has been scheduled
Incomplete
The subject property has been inspected
Incomplete
An Initial Value estimate has been made
Incomplete
The report has been reviewed, and any required modifications have been made
Incomplete
The report has been completed and signed
The report has been delivered to the client, by mail or through EDI
Status Notes:
Add Notes
OK
Cancel

Figure 8.8

7. Indicate the progress of the order by checking the applicable boxes next to milestones that have been met. Appraisal Studio will place the current date in the column alongside each checkbox you select. Because this date is used to calculate turn-around time, appraisers must be diligent about updating status at the time each milestone is met.

Checking Order Progress

To ensure that work is being completed in a timely fashion, you'll want to check the status of all pending orders regularly. inControl's Work in Progress Status screen provides an easy-to read chart of orders and progress. inControl also provides a printable report that details assignment progress.

To see the Work in Progress Status screen, click on **Work in Progress Status** under the Office Management section of the main Appraisal Studio window.

To print a report of this information, see the section of this guide entitled Printing Reports. You will look specifically for the Work in Progress report.

Editing Fees for an Order

You may want to add additional charges to a particular assignment, such as a travel charge or research fee, provide the customer a one-time discount because the report was delivered behind schedule, or some other situation related specifically to a single order.

You may also want to see if the client has paid for a particular order. The Assignment Billing History window provides these capabilities for any report you create in Appraisal Studio. To use it:

1. Run Appraisal Studio.

2. In the Office Management section, click on **Incoming Order Log**. The Incoming Order Log screen will appear.

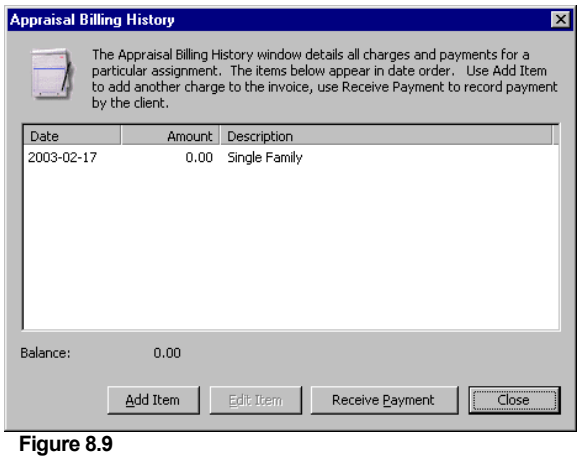
3. Highlight the report you would like to check on.

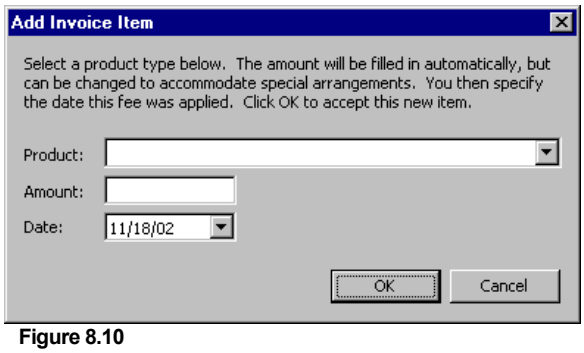
4. Click the **Billing History** button in the bottom right of the Appraisal Studio window. This will bring up the Appraisal Billing History window (**Figure 8.9**).

5. The original billing amount, at a minimum, will appear in the window. Additionally, any payments recorded against this appraisal will also be listed. The balance appears at the bottom.

6. To add a new charge, click on the **Add** Item button. The Add Invoice Item window will appear (**Figure 8.10**). Fill in the requested information and click on the **OK** button when finished. As with a typical accounting system, once inserted an invoice item cannot be removed.

7. To edit an existing charge, first highlight the invoice item to be modified. Next, click on the **Edit Item** button. The Add Invoice Item window will appear. Fill in the requested information and click on the **OK** button when finished.


Appraisal Billing History
The Appraisal Billing History window details all charges and payments for a particular assignment. The items below appear in date order. Use Add Item to add another charge to the invoice, use Receive Payment to record payment by the client.
Date
Amount
Description
2003-02-17
0.00
Single Family
Balance:
0.00
Add Item
Edit Item
Receive Payment
Close
Figure 8.9


Add Invoice Item
Select a product type below. The amount will be filled in automatically, but can be changed to accommodate special arrangements. You then specify the date this fee was applied. Click OK to accept this new item.
Product:
Amount:
Date:
11/18/02
OK
Cancel
Figure 8.10

Weekly and Monthly Operations

Receiving a Payment

When a payment is received, inControl allows you to specify which appraisal(s) the client is paying for. You will be able to view a list of unpaid invoices and mark those that a particular payment is related to.

To enter a payment, you will need to locate one of the reports that the payment is related to. Follow the steps below.

1. Run Appraisal Studio.
2. In the Office Management section, click on **Incoming Order Log**. The Incoming Order Log screen will appear.
3. Highlight the report you would like to receive payment for.
4. Click the **Billing History** button in the bottom right of the Appraisal Studio window. This will bring up the Appraisal Billing History window.
5. Click on the **Receive Payment** button. The Receive Payment window will appear (**Figure 8.11**).

Note: *You can also access the Receive Payment window by clicking on the Clients view in the Office Management section, highlighting the client you would like to receive payment from, then clicking on the Receive Payment button in the bottom right of the Appraisal Studio window.*

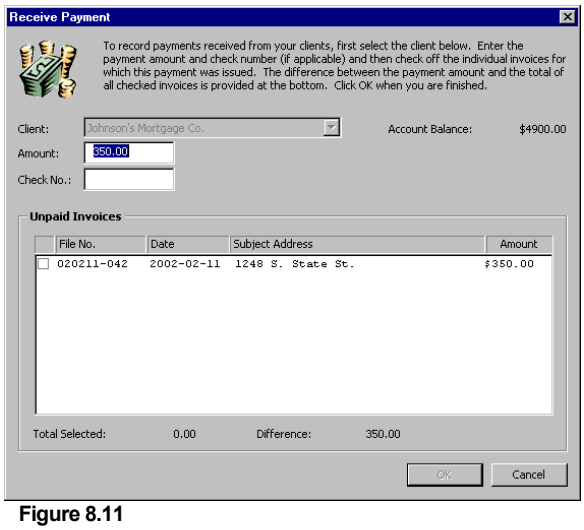


Figure 8.11

6. In the Amount edit box, enter the amount of the payment.
7. If applicable, in the Check No. Field, enter the check number.
8. In the list of unpaid invoices, check the box next to each report the client is paying for. The total amount of the invoices you have checked will be displayed at the bottom left, under Total Selected. The difference between the amount of payment entered above and the total of the selected invoices is displayed at the bottom right, under Difference. All funds must be accounted for before continuing.
9. When you are finished, click **OK**.

Generating Reports

Appraisal Studio currently provides different reports that can be used to manage your business. We expect to continually add reports to those currently offered. Some of the reports currently offered can be restricted to a particular date range. Amongst the currently available reports are the following:

Accounts Receivable Aging Report – This report details the account balance of each client, including how much of that balance has gone unpaid for 30 days, 60 days, and 90 or more days.

Turn Around Time Report – This report details the number of days it has taken each appraiser to complete assignments.

Work in Progress Report – This report details the ongoing status of each pending assignment.

Yearly Earnings Report – This report summarizes the compensation each appraiser has received for performing his or her assignments.

To access any of these reports, click on **Reports** under the Office Management section of the main Appraisal Studio window, choose the report from the drop-down list at the bottom of the Appraisal Studio window you wish to run, and click the **Run Report** button. Additional steps, such as setting a date range, may be necessary before the report is run.

To print a report, simply run the report and click on the **print** icon in the toolbar at the top of the Appraisal Studio window.

Note: *Some reports may print in the landscape format instead of portrait due to the amount of information involved and the format of that information.*

Printing Statements

Appraisal Studio can print billing statements for your clients in addition to the invoices that accompany each order. The statements can be produced for a single client, or for all clients with outstanding balances.

To print one or more statements, follow the steps outlined below.

1. Run Appraisal Studio.

2. In the Office Management section, click on **Clients**. The Clients view will appear.

3. Click on the Billing **Statements** button in the bottom right of the Appraisal Studio window. The Client Billing Statements window will appear (**Figure 8.12**).

4. If you are printing a statement for a specific client, select the **Bill a Single Client** option, then select the specific client in the drop-down list to the right. Skip to step 6.

5. Alternatively, if you are printing statements for all clients, select the **Bill All Clients** option.

6. In the Billing/Statement Date field, enter the statement date. Appraisal Studio will fill in the Due Date automatically.

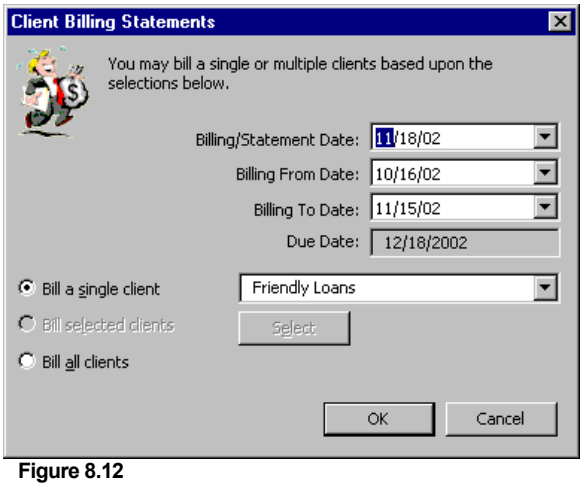


Figure 8.12

7. In the Billing From Date, enter the earliest date you would like to see changes for this statement.

8. In the Billing To Date, enter the latest date you would like to see charges for this statement. Appraisal Studio will fill this in automatically for you if it believes you are running a monthly statement.

9. Click on the **OK** button when finished.

AI CONVERSION

AppraisalPort Website

To access the AppraisalPort website from Appraisal Studio, in Appraisal Studio click on **File > Open Web Browser > AppraisalPort Mailbox** (**Figure 9.1**). This will launch your web browser and load www.appraisalport.com.

Figure 9.1

At the AppraisalPort website, login by entering your **User ID** and **Password**. You should be taken to a page displaying the new orders available to you. Click on the **Detailed Info** tab (**Figure 9.2**) to view the pending order's information.

On the new orders page, click on the **Detailed Info** tab of an order to view the pending order's general information.

On the detailed info page, take note of the type of report requested, and click **Setup AI Ready Report** to download the selected order to Appraisal Studio.

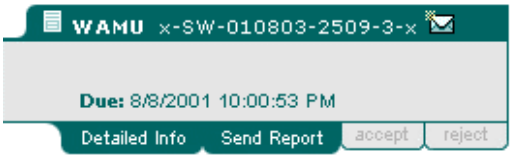


Figure 9.2

In the AppraisalPort Order Confirmation window, click yes to continue importing the order to Appraisal Studio.

In the Order Import Complete window, click **Ok**.

Accepting An Order

In Appraisal Studio, click on the **Incoming Mail** folder from the main menu to view the imported order.

Left-click on the order to highlight it, then right-click on the order and select **Accept or Reject This Order…**

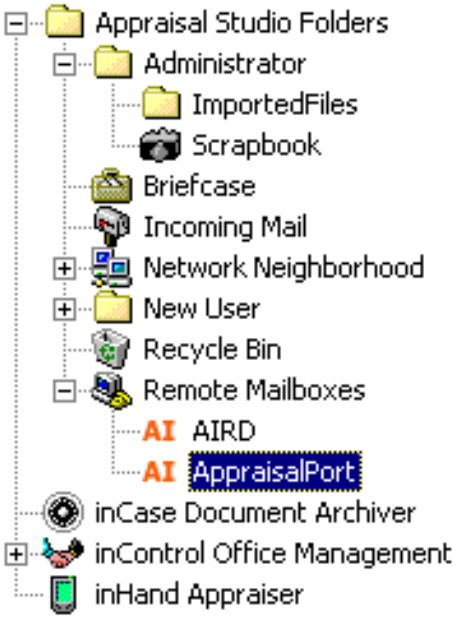


Figure 9.3

To begin a report based on the order, check the box that says **Produce an appraisal report based on this order**. Leave the rest of the information in this window in the default settings. Click **Ok** when ready to proceed.

Creating the Report

In the Create New Report window, click the drop-down arrow in the field **Report Type** and choose the appropriate report template for this order. Verify the rest of the information is correct in this window, and then click **Ok** to create the report.

The report itself will appear in the **Incoming Mail** folder. Complete the report.

Transmitting the Report

To send the finished report to AIRD or AppraisalPort, click on the plus (+) next to **Remote Mailboxes** in the main menu of Appraisal Studio. This will display the **AIRD** and **AppraisalPort** remote mailboxes. Drag and drop the report to the mailbox to which you wish to send it.

An Appraisal Studio message window will pop up asking if you wish to send the selected document. Click **Yes** to send.

A message may appear letting you know that some of the fields in your report are not supported by the OADI format. This is because some reports in Appraisal Studio have fields available that are not supported by FNC. Click **Continue Transfer** to continue. The report will be converted, and a window will appear with the following message:

It is necessary that you use the MiddleMan application to finish sending this report. To send it to AIRD, choose 'Send to AIRD' from the MiddleMan toolbar.

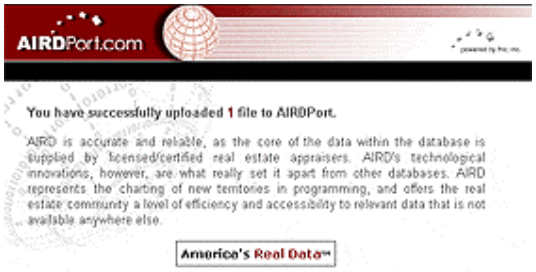
To send it to AppraisalPort, choose 'Send to AppraisalPort' from the MiddleMan toolbar and select the correct address from the list that follows.

(Note: *The MiddleMan software is a product of FNC, Inc. United Systems has no control over its content or use.*)

Click **Ok** to continue.

If you haven't entered your ID and Password for AIRD and/or AppraisalPort (depending on which you are sending to), click **Connections** in the MiddleMan window. Stay at the **AppraisalPort** tab or click on the **AIRD** tab (whichever is appropriate in the given situation) and enter your **ID** and **Password** information.

To send to AIRD, click the arrow next to **Send** in the Middleman toolbar, and choose **Upload to AIRD**. A message should then appear in MiddleMan stating that **You have successfully uploaded 1 file to AIRDPort** (**Figure 9.4**).


AIRDPort.com
You have successfully uploaded 1 file to AIRDPort.
AIRD is accurate and reliable, as the core of the data within the database is supplied by licensed/certified real estate appraisers. AIRD's technological innovations, however, are what really set it apart from other databases. AIRD represents the charting of new territories in programming, and offers the real estate community a level of efficiency and accessibility to relevant data that is not available anywhere else.
America's Real Data™
Figure 9.4

To send to AppraisalPort, click the arrow next to **Send** in the MiddleMan toolbar, and choose **Upload to AppraisalPort**. The AppraisalPort Query window should appear with a list of addresses. Choose the appropriate address for this order, and click **Ok**. After the report is sent you should receive a **Verify/Upload File** window confirming a successful transmission.

inRoads Mapping Module

Installation
Integration
Getting Started
Menu Overview
File Menu
Properties Menu
Zoom Menu
Options Menu

inRoads Mapping Module Installation

The inRoads installation CD is equipped to launch the installation automatically when the CD is inserted into the CD-ROM drive. If the installation does not start automatically, then double-click *setup.exe* on the CD-ROM drive.

Customer Information

Proceed through the installation by clicking the Next button until you reach the Customer Information screen (**Figure 10.1**). Enter the User Name, Company Name and Serial Number in the boxes provided. Your serial number is provided on the activation report included with your inRoads package.

Note: *Demo Serial Numbers are good for 60 days from the date of the installation. During this 60-day trial you will have full access to the program, including printing and appraisal software integration.*

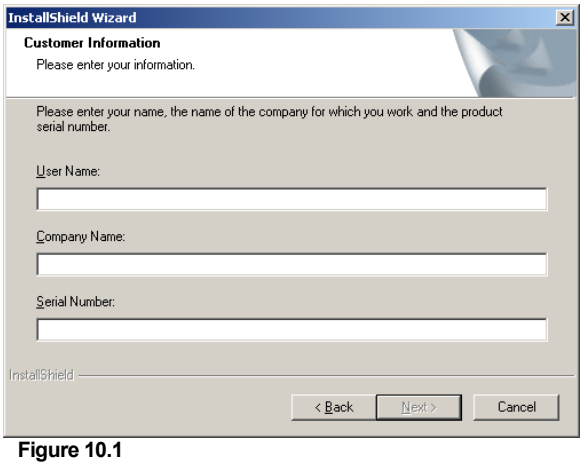


Figure 10.1

Setup Type

Proceed through the installation until you reach the Setup Type screen (**Figure 10.2**). We recommend the "Typical" setup type. This allows you to select the state(s) you want to install.

Disk space required is from 30 MB to 690 MB depending on the state(s) selected.

The "Compact" setup type installs only the inRoads software with no state data files. This requires the least amount of disk space but requires that the data be read from the CD-ROM or network drive. Two data CD's are available for this option.

The "Complete" setup type will install the inRoads software and ALL the state data files. Disk space required for all states is 690 MB.

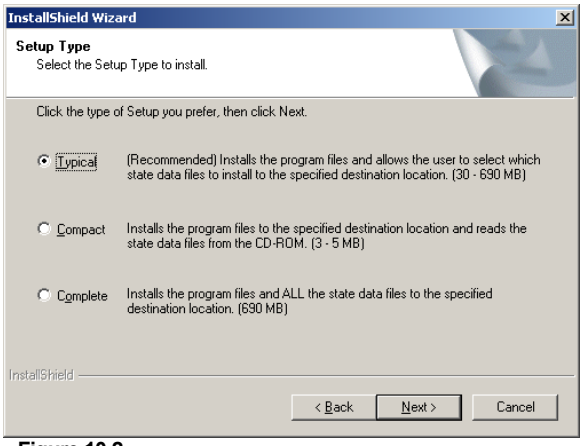

InstallShield Wizard
Setup Type
Select the Setup Type to install.
Click the type of Setup you prefer, then click Next.
Typical
(Recommended) Installs the program files and allows the user to select which state data files to install to the specified destination location. (30 - 690 MB)
Compact
Installs the program files to the specified destination location and reads the state data files from the CD-ROM. (3 - 5 MB)
Complete
Installs the program files and ALL the state data files to the specified destination location. (690 MB)
InstallShield
< Back
Next >
Cancel

Figure 10.2

Select Components

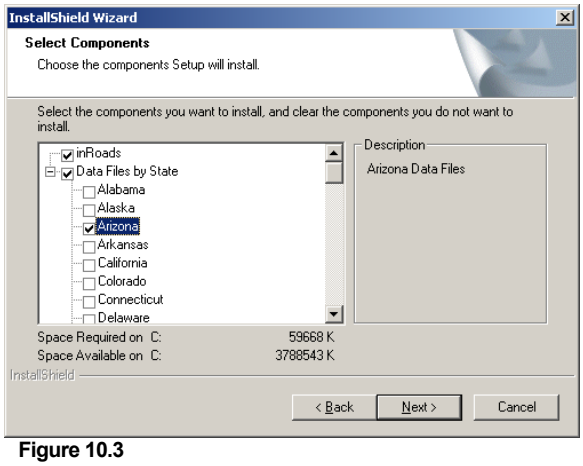


Figure 10.3

If you've selected the "Typical" setup type, you'll be prompted to select the state(s) you want to install (**Figure 10.3**). To quickly select ALL the states, check the "Data Files by State" box.

Note: *The "Space Required on C:" may overestimate the disk space actually required due to the overlapping of data for each state that borders other state(s). Keep in mind that the maximum space required by all states is 690 MB.*

Integration

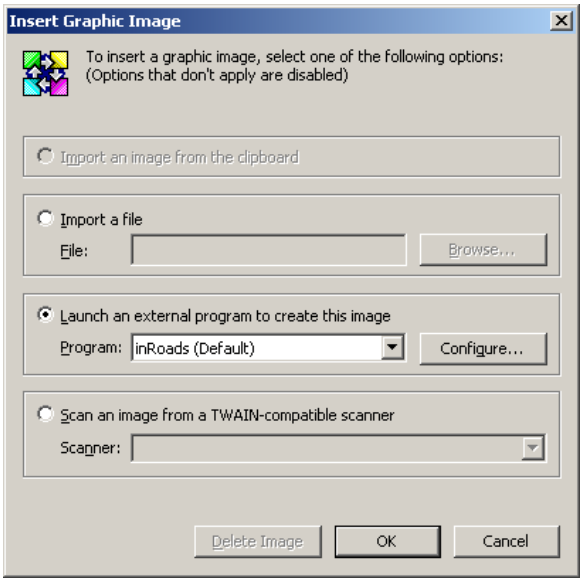


Figure 10.5

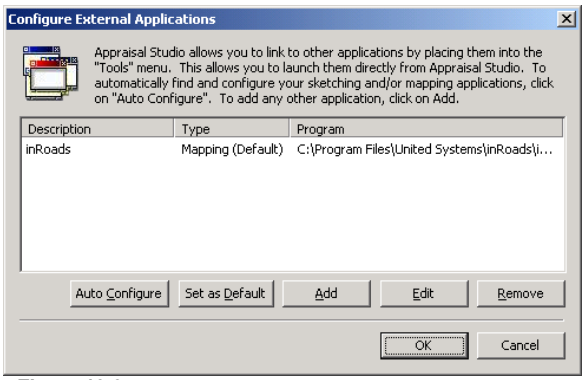

Configure External Applications
Appraisal Studio allows you to link to other applications by placing them into the "Tools" menu. This allows you to launch them directly from Appraisal Studio. To automatically find and configure your sketching and/or mapping applications, click on "Auto Configure". To add any other application, click on Add.
Description
Type
Program
inRoads
Mapping (Default)
C:\Program Files\United Systems\inRoads\i...
Auto Configure
Set as Default
Add
Edit
Remove
OK
Cancel

Figure 10.6

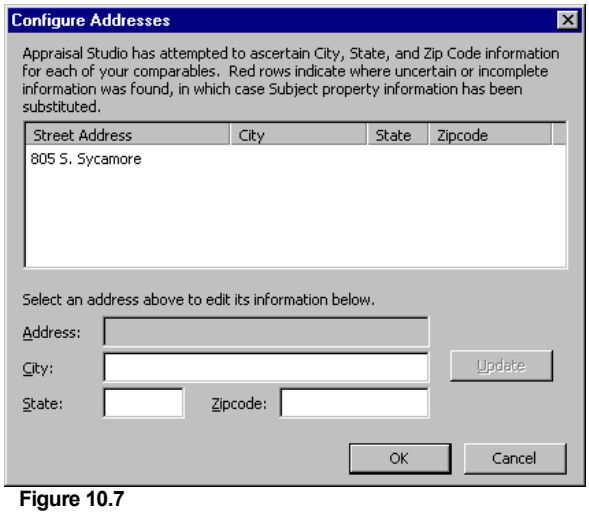

Configure Addresses
Appraisal Studio has attempted to ascertain City, State, and Zip Code information for each of your comparables. Red rows indicate where uncertain or incomplete information was found, in which case Subject property information has been substituted.
Street Address
City
State
Zipcode
805 S. Sycamore
Select an address above to edit its information below.
Address:
City:
Update
State:
Zipcode:
OK
Cancel

Figure 10.7

If you currently have GeoLocator installed on your computer, near the end of the inRoads installation, you may be asked if you would like to make inRoads your default mapping application. You must answer *"Yes"* for your appraisal software to integrate.

Once inRoads is installed on your computer, you can use it to bring maps directly into your Location Map form in Appraisal Studio.

To configure Appraisal Studio to recognize inRoads as your location map software, first open a report with a blank Location Map form attached to it. Click Jump To Form and go to your Location Map form.

When you click on the blank gray field where your map will go, a dialogue box should pop up titled Insert Graphic Image (**Figure 10.5**). Make sure the option to Launch **an external program to create this image** is selected, then click Configure.

Note: *Once you configure the first time successfully, you will not need to again. inRoads should automatically show up as the Program to launch, and you can just click OK once the Launch an external program to create this image is selected.*

After clicking on **Configure**, the Configure External Applications dialogue box should appear (**Figure 10.6**). Click on **Auto Configure**. This should automatically detect your inRoads installation. After detection, if it is not already set as your default, click on **inRoads** and then on **Set as Default**. This will prevent you from having to select inRoads every time you want to use it. Click **OK** to return to the Insert Graphic Image window.

Insert Graphic Image

Open a report, then go to the location map page. Click anywhere on the gray image rectangle to access the *"Insert Graphic Image"* dialog. Select *"Launch an external program to create this image"* option. The program should automatically be set to *"inRoads"*. If it is, click the *"OK"* button to launch inRoads. If not select the *"Configure"* button to pop up the *"Configure External Applications"* dialog to do a one time initial setup of inRoads. (see Configure External Applications above)

Once you click the ***"OK"*** button, the subject and comparable address information will automatically be extracted from the comparable grid(s) and placed into the *"Configure Addresses"* dialog (**Figure 10.7**).

Configure Addresses

The *"Configure Addresses"* dialog allows you to review and correct any address information before launching inRoads. inRoads needs the addresses to be in the proper address format to automatically plot the addresses. Ideally no changes will be necessary. Click the *"OK"* button to launch inRoads.

inRoads

inRoads will do its best to automatically plot the addresses (**Figure 10.8**). Once you are finished making any adjustments in inRoads just exit inRoads and the map image is brought directly into the gray image rectangle on the location map page.

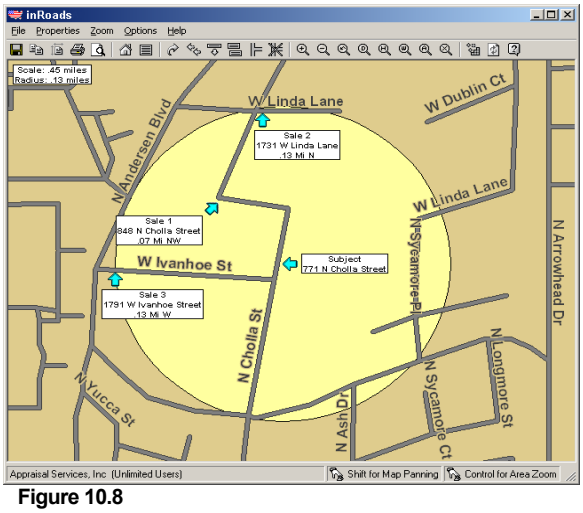


Figure 10.8

Getting Started

Setup

Used to define the default application settings. You access setup under the options menu. Review the default settings and change them to suit your preferences.

Map Panning (Shift Key)

Map panning allows you to move the map independently for precise repositioning. Holding down the shift key while you click and drag will turn the mouse arrow icon to a hand icon and will reposition the map (**Figure 10.9**).

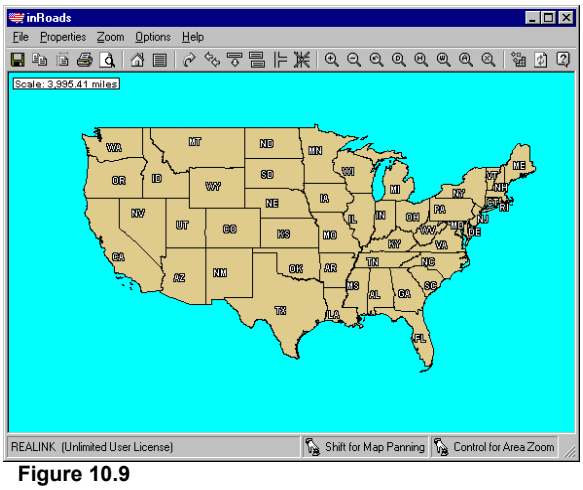


Figure 10.9

Area Zooming (Control Key)

Area zooming allows you to zoom to an area you specify by dragging a rectangle around the area. Holding down the control key while you click and drag creates a rectangle starting from the click point until the click release. The map is zoomed to the area surrounded by the rectangle.

Location Information

Click anywhere on the map to popup a tool tip which will display that locations information. The information includes the closest street, zip code, state, county, latitude and longitude, which ever apply. When you click, be very careful not to move the mouse as any subsequent mouse movement will cause the location information popup tool tip to disappear. Location information will only be displayed when the map is not in rotate, move arrows, user labels, move labels or draw streets modes.

Popup Menu

Right-click on the map to access the quick popup menu.

Scale Label

A scale label is always displayed in the upper left corner of the map. It displays the map scale in miles based on the width of the map. The subject radius (the distance from the subject property and the comparable furthest away from the subject) is also displayed when the subject radius is made visible.

Plotting Properties Addresses

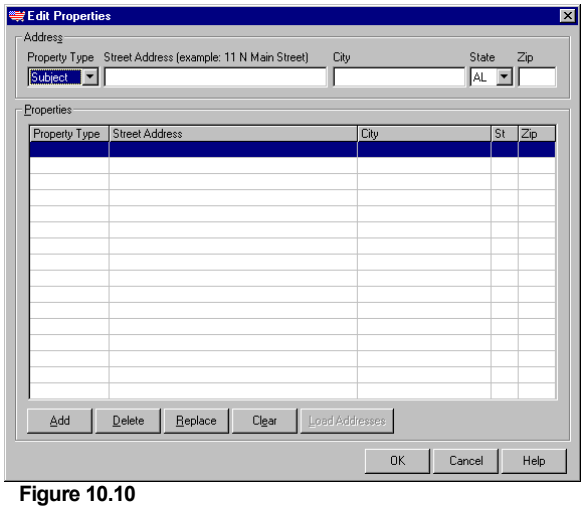


Figure 10.10

Property addresses can be plotted manually or automatically. The manual method requires entering all the address information manually into the “Edit Properties” dialog (**Figure 10.10**).

The automatic method automatically fills the “Edit Properties” dialog and plots the addresses on the map and is handled through the application that launches the mapping program which passes the address information to the mapping program.

Points are plotted for each address. Each point represents a latitude and longitude on the map. Each address has two points plotted. One point for the direction arrow and one point for the address label. Each time the addresses are plotted on the map, the direction arrows will point south east with the tip of the arrow pointing to the address point on the map. The upper left corner of

the address label will also be pointing to the address point on the map.

If the exact address point cannot be located when the addresses are being plotted, a warning message will appear indicating which address(s) could not be located and a question mark icon will appear next to the address label instead of a direction arrow.

Even though the exact point for an address may not be found, typically the address point will still be plotted near the actual location. In these cases you will need to replace the question mark with an arrow using "Rotate Arrows", then manually relocate the address arrow and label using "Move Arrows" and "Move Labels".

The warning message can be turned on or off through the “Setup” menu. You can have the question mark icons automatically changed to arrow icons by turning that option on through the “Setup” menu.

User Labels

User labels can be plotted manually on the map. All user labels also have an associated arrow with them. Once in the user labels mode, click anywhere on the map where you want the user label and arrow to be plotted. You do not have to be exact because you can move the label and arrow after they are plotted by using the “Move Labels” and “Move Arrows” menu options. Once you click the map the “User Label Text” dialog will appear. This is a multi-line text box. You may enter up to 50 characters. To edit any user labels already plotted on the map use the “Edit User Labels” menu option.

Draw Streets

Used to manually draw any missing streets. Once in the draw streets mode, you can move your mouse to the desired starting location on the map for the missing street then click and drag tracing the missing street as if it were there. The street will be drawn as you move the mouse. The street will initially be drawn on top map layer, but when you release the mouse button, the drawn street will appear under the existing street layer.

Registration

Used to change the program registration. Usually to change the company name and/or number of users. A demonstration registration will last for 60 days from the date of installation.

If the program has a demonstration registration then the number of days remaining to use the program will be displayed in the dialog title.

Menu Overview

File

Save…

Used to save the current map to a bitmap file. The height, width and size is determined by the “Save File Size (in pixels)” specified in the advanced setup.

The map is centered within the output size.

Clipboard (Screen Size)

Used to copy the current map (based on the inRoads dialog size) as a bitmap to the Windows clipboard.

Clipboard (File Size)

Used to copy the current map (based on the “Save File Size (in pixels)” specified in the advanced setup) as a bitmap to the Windows clipboard.

Print…

Used to print the current map. You’ll be prompted to specify whether or not a location map header listing the subject information should be printed. The map will be centered with a border.

Preview…

Used to preview the map. This allows you to view the map before you exit inRoads to see whether you’ll need to make any additional adjustments.

Properties

Edit Properties…

Used to edit the properties to be plotted on the map. There is a maximum of 16 properties that can be mapped. Typically a subject property and up to 15 comparable properties.

Edit User Labels…

Used to edit the user labels plotted on the map.

Rotate Arrows…

Used to rotate the arrows of the properties plotted on the map. At least one property must be plotted to rotate arrows. (See Rotate Arrows for Quick Rotate)

Move Arrows

Used to move the arrows of the properties plotted on the map. At least one property must be plotted to move arrows. When you move an arrow the associated label will move with it.

User Labels

Used to add user labels on the map. All user labels also have an associated arrow with them. There is a maximum of 30 user labels that can be mapped.

Move Labels

Used to move the address labels of the properties plotted on the map. At least one property must be plotted to move labels.

Draw Streets

Used to manually draw any missing streets.

Delete Streets

Used to delete all the manually drawn streets. You'll be asked to confirm all deletions.

Zoom

Zoom In (+ Key)

Used to zoom in by the zoom factor. The zoom factor is determined by the "Zoom Factor" specified in setup.

Zoom Out (- Key)

Used to zoom out by the zoom factor. The zoom factor is determined by the "Zoom Factor" specified in setup.

UnZoom

Used to unzoom up to the last 16 zooms.

Default Zoom View

Used to zoom to the default zoom view. The default zoom view is determined by the "Default Zoom View" specified in setup.

Zoom Properties to Height

Used to zoom in to the properties plotted on the map. The map will be centered on the subject property with the subject radius height matching the map height.

The subject property and at least one comparable property must exist in order to use the zoom properties to height.

Zoom Properties to Width

Used to zoom in to the properties plotted on the map. The map will be centered on the subject property with the subject radius width matching the map width.

The subject property and at least one comparable property must exist in order to use the zoom properties to width.

Zoom to Address

Used to zoom to a specified address. The map will be centered on the address and zoomed to the specified mile scale.

Zoom to Latitude/Longitude

Used to zoom to a specified latitude and longitude. The map will be centered on the coordinates and zoomed to the specified mile scale.

Refresh (F5 Key)

Used to refresh the map.

Options

Wide Roads

Used to turn on and off the wide roads to increase the emphasis of road surfaces once you have zoomed in close enough.

Outline Fonts

Used to turn on and off the fonts outline to cause the labels appearing on the map to be outlined to improve the readability of labels.

Proximity to Subject

Used to turn on and off the proximity to subject information on the comparable labels.

Subject Radius

Used to turn on and off the subject radius projecting a highlighted radius from the subject property out to the furthest comparable property from the subject.

Subject Radius Fill

Used to select the type of fill style used when the subject radius is visible.

Setup…

Used to define the default application settings.

Help

Contents… (F1 Key)

Used to view the help contents (**Figure 10.11**).

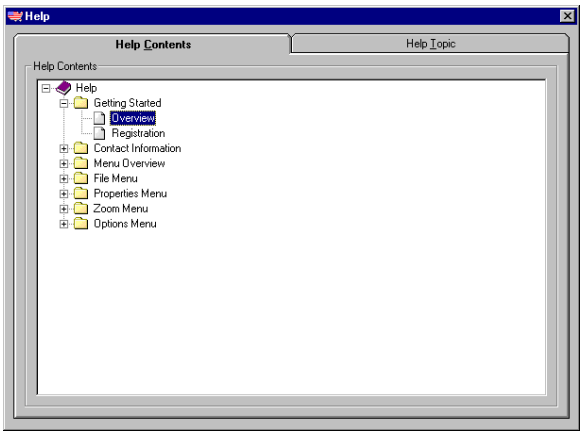


Figure 10.11

Registration…

Used to change the program registration. Usually to change the company name and/or number of users. A demonstration registration will last for 60 days from the date of installation.

About…

Used to view the application version and registration information.

Note: *Right mouse click anywhere on the map to launch the quick popup menu.*

File Menu

Save…

Used to save the current map to a bitmap file. The height, width and size is determined by the "Save File Size (in pixels)" specified in the advanced setup. The map is centered within the output size.

Select save to popup the standard windows save dialog. The save in folder location (if it exists) will be the "Default File Save Folder" specified in the advanced setup. The default filename is Map.bmp.

Clipboard (Screen Size)

Used to copy the current map (based on the inRoads dialog size) as a bitmap to the Windows clipboard.

Clipboard (File Size)

Used to copy the current map (based on the "Save File Size (in pixels)" specified in the advanced setup) as a bitmap to the Windows clipboard.

Print…

Used to print the current map. You'll be prompted to specify whether or not a location map header listing the subject information should be printed. The map will be centered with a border.

If you decide to print with a location map header, the known subject information will automatically be inserted. You will need to fill in any missing information (**Figure 10.12**).

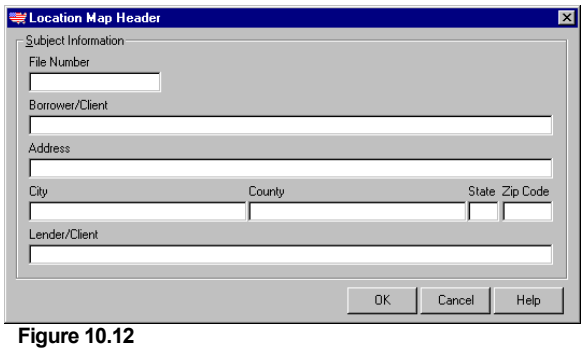


Figure 10.12

Maps with a location map header can only have a portrait orientation. Landscape is an option without a location map header. Maps can be printed to either legal or letter size paper.

Preview

Used to preview the map. Even though the map rendering on the screen will be very close to the final output, they are not 100% exactly the same. The slight differences are caused by having to generate an output map that is a different size from that on the screen. The preview allows you to view the map before you exit inRoads to see whether you may need to make any additional adjustments.

When the preview window first appears, it will be approximately 90% the size of the main mapping window with the map centered in the preview window. You can resize the preview window. You can use the arrow keys or scroll bars to scroll the map. You can hold down the control key with the arrow keys to scroll the map faster

Properties Menu

Edit Properties…

Used to edit the properties to be plotted on the map. Each time the properties are edited, all the previously plotted properties are removed from the map and the edited properties are plotted.

The listing is always kept in a logical order. The subject property followed by any sale properties followed by any listing properties followed by any rental properties. The list is automatically reordered when you add or replace any properties.

The dialog is divided into the following sections:

Address

The address consists of a property type, street address, city, state and zip. All these fields are required in order to add, insert or replace properties.

Properties

The properties grid is a listing of all the properties to be plotted on the map. There is a maximum of 16 properties that can be mapped. Typically a subject property and up to 15 comparable properties. Addresses can be added in any order, but duplicate address types are not allowed. The properties grid can be modified in the following ways:

Add

Use the add button to add the address to the end of the properties listing.

Delete

Use the delete button to delete the highlighted property from the properties listing.

Replace

Use the replace button to replace the highlighted property in the properties listing with the address in the address section.

Load Addresses (if applicable)

Use the load addresses button to clear the properties listing and load the property addresses currently in your report.

Clear

Use the clear button to clear the entire properties listing.

OK

Use the OK button to accept any changes made to the properties. All the previously plotted properties are removed from the map and the edited properties are plotted.

Cancel

Use the cancel button to cancel any changes made to the properties. All the previously plotted properties will remain on the map and are not re-plotted.

Help

Use the help button to launch the help system.

Edit User Labels…

Used to edit the user labels added on the map. The dialog is divided into the following sections:

Edit User Label Text (up to 50 characters)

Use the multi-line text box to enter your label text (up to 50 characters). Use the enter key for multi-line labels.

User Labels

Note: *The " | " symbol represents the logical break between lines*

The user labels listing lists of all the user labels plotted on the map. If a " | " symbol appears on a line in the listing, it indicates the logical break between lines of a multi-line label.

Note: *A label with no text is allowed and will have the effect of an arrow with no label.*

Also a large label can be moved on top of an arrow to have the effect of a label with no arrow.

The user labels listing can be modified in the following ways:

Delete

Use the delete button to delete the highlighted label text from the user labels listing.

Replace

Use the replace button to replace the highlighted label text in the user labels listing with the user label text in the edit user label section.

Clear

Use the clear button to clear the entire user labels listing.

OK

Use the OK button to accept any changes made to the user labels. All the previously plotted user labels are removed from the map and the edited user labels are plotted.

Cancel

Use the cancel button to cancel any changes made to the user labels.

Help

Use the help button to launch the help system.

Rotate Arrows…

Used to rotate the arrows of the properties plotted on the map. At least one property must be plotted to rotate arrows.

When you select rotate arrows the menu option is checked and toolbar icon will become depressed meaning that you are now in rotate arrows mode. The rotate arrows menu option and toolbar icon will remain in the rotate arrows mode until either are selected again, or you select the move arrows, user labels, move labels or draw streets modes.

Once in the rotate arrows mode, you can move your mouse over any arrow (or questions mark) until you see a dashed line around the arrow. This indicates that you have selected that arrow. Click on the arrow to popup the rotate arrows dialog.

Hint: Quick Rotate

Once you see a dashed line around the arrow indicating that you have selected that arrow, you can use the spacebar key to quickly rotate the arrow in a clockwise direction or shift spacebar to rotate in a counter clockwise direction.

When the dialog appears, it displays the current arrow (or question mark) and allows you to select another arrow direction by clicking one of the arrow buttons.

This will place a picture of the selected arrow into the new arrow display.

OK

Use the OK button to accept any changes made to the arrow.

Cancel

Use the cancel button to cancel any changes made to the arrow.

Help

Use the help button to launch the help system.

Note: *It is recommended that you exit the rotate arrows mode once you are finished using it. This will prevent the arrows from accidentally being rotated when making other map adjustments.*

Move Arrows

Used to move the arrows of the properties plotted on the map. At least one property must be plotted to move arrows.

When you select move arrows the menu option is checked and toolbar icon will become depressed meaning that you are now in move arrows mode. The move arrows menu option and toolbar icon will remain in the move arrows mode until either are selected again, or you select the rotate arrows, user labels, move labels or draw streets modes.

Once in the move arrows mode, you can move your mouse over any arrow (or questions mark) until you see a dashed line around the arrow. This indicates that you have selected that arrow.
Click and drag the arrow to any new location on the map. When you move an arrow the associated label will move with it.

Note: *It is recommended that you exit the move arrows mode once you are finished using it. This will prevent the arrows from accidentally being moved when making other map adjustments.*

User Labels…

Used to add user labels on the map. All user labels also have an associated arrow with them. There is a maximum of 30 user labels that can be mapped.

When you select user labels the menu option is checked and toolbar icon will become depressed meaning that you are now in user labels mode. The user labels menu option and toolbar icon will remain in the user labels mode until either are selected again, or you select the rotate arrows, move arrows, move labels or draw streets modes.

Once in the user labels mode, you can click anywhere on the map where you want the user label and arrow to be plotted. You do not have to be exact because you can always move the label and arrow after they are plotted by using

the “Move Labels” and “Move Arrows” menu options. Once you click the map the “User Label Text” dialog will appear. This is a multi-line text box. You may enter up to 50 characters. To edit any user labels already plotted on the map use the “Edit User Labels” menu option.

Note: *A label with no text is allowed and will have the effect of an arrow with no label. Also a large label can be moved on top of an arrow to have the effect of a label with no arrow.*

It is recommended that you exit the user labels mode once you are finished using it. This will prevent any user labels from accidentally being made when making other map adjustments.

Move Labels

Used to move the address labels of the properties plotted on the map. At least one property must be plotted to move labels.

When you select move labels the menu option is checked and toolbar icon will become depressed meaning that you are now in move labels mode. The move labels menu option and toolbar icon will remain in the move labels mode until either are selected again, or you select the rotate arrows, move arrows, user labels or draw streets modes.

Once in the move labels mode, you can move your mouse over any label until you see a dashed line around the label. This indicates that you have selected that label. Click and drag the label to any new location on the map.

Note: *It is recommended that you exit the move labels mode once you are finished using it. This will prevent the labels from accidentally being moved when making other map adjustments.*

Draw Streets

Used to manually draw any missing streets.

When you select draw streets the menu option is checked and toolbar icon will become depressed meaning that you are now in draw streets mode. The draw streets menu option and toolbar icon will remain in the draw streets mode until either are selected again, or you select the rotate arrows, move arrows, user labels or move labels modes.

Once in the draw streets mode, you can move your mouse to the desired starting location on the map for the missing street then click and drag tracing the missing street as if it were there. The street will be drawn as you move the mouse. The street will initially be drawn on top map layer, but when you release the mouse button, the drawn street will appear under the existing street layer.

Note: *It is recommended that you exit the draw streets mode once you are finished using it. This will prevent additional streets from accidentally being drawn when making other map adjustments.*

Delete Streets

Used to delete all the manually drawn streets. You’ll be asked to confirm all deletions.

Zoom Menu

Zoom In (+ key)

Used to zoom in by the zoom factor. The zoom factor is determined by the “Zoom Factor” specified in setup. The valid range is 1.1 – 10.0.

Zoom Out (- key)

Used to zoom out by the zoom factor. The zoom factor is determined by the “Zoom Factor” specified in setup. The valid range is 1.1 – 10.0.

UnZoom

Used to unzoom up to the last 16 zooms.

Default Zoom View

Used to zoom to the default zoom view. The default zoom view is determined by the “Default Zoom View” specified in setup.

Zoom Properties To Height

Used to zoom in to the properties plotted on the map. The map will be centered on the subject property with the subject radius height matching the map height.

The subject property and at least one comparable property must exist in order to use the zoom properties to height.

Zoom Properties To Width

Used to zoom in to the properties plotted on the map. The map will be centered on the subject property with the subject radius width matching the map width. The subject property and at least one comparable property must exist in order to use the zoom properties to width.

Zoom To Address

Used to zoom to a specified address. The map will be centered on the address and zoomed to the specified mile scale.

Address

Enter the street address, city, state and zip.

Zoom

Enter the zoom scale in miles between 1 and 10.

OK

Use the OK button to zoom to the address.

Cancel

Use the cancel button to cancel any changes.

Help

Use the help button to launch the help system.

Zoom To Latitude/Longitude

Used to zoom to a specified latitude and longitude. The map will be centered on the coordinates and zoomed to the specified mile scale.

Latitude/Longitude

Enter the latitude and longitude coordinates.

Zoom

Enter the zoom scale in miles between 1 and 10.

OK

Use the OK button to zoom to the latitude/longitude coordinates.

Cancel

Use the cancel button to cancel any changes.

Help

Use the help button to launch the help system.

Refresh (F5 key)

Used to refresh the map. You may find that sometimes the map does not redraw completely. You can use refresh to force the map to redraw.

Options Menu

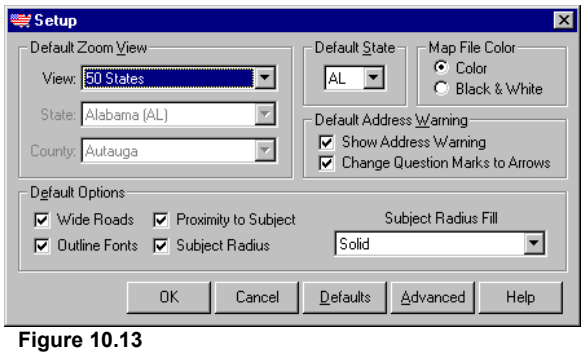


Figure 10.13

Wide Roads

Wide roads is used to increase the emphasis of road surfaces once you have zoomed in close enough. This setting also controls the thickness of any manually drawn roads.

Outline Fonts

Used to turn on and off the fonts outline to cause the street labels appearing on the map to be outlined to improve readability of labels.

Proximity To Subject

Proximity to subject is used to calculate the distance from the subject property to each comparable property and display the result in the comparable properties label.

Note: *If proximity to subject information is not displayed on the comparable properties label, the proximity information will not be exported to any application that launches inRoads.*

Subject Radius

Used to turn on and off the subject radius projecting a highlighted radius from the subject property out to the furthest comparable property from the subject.

Subject Radius Fill

Used to select the type of fill style used when the subject radius is visible.

Fill Styles:

- None
- Solid
- Vertical Lines
- Horizontal Lines
- Cross Hatch Lines
- Forward Diagonal Lines
- Backward Diagonal Lines
- Diagonal Cross Hatch Lines

Setup…

Used to define the default application settings. Use the advance button to define the more advanced default application settings.

Default Zoom View

Used to set the default zoom view (the view when the application first loads). Typically it should be set to your particular area. The furthest view out is the 50 states and the closest view in is a state and county. If you select either the 50 states or 48 states options, the state and county dropdown lists are not used. If you select either the state or state and county options the state and/or county dropdowns are used.

Default Property State

Used to select the default property state, which is used in the edit properties.

Default Address Warning

Used to select the default on or off status for the address warning and change question marks to arrows. The address warning is used to alert you when exact addresses are not found when plotting the properties on the map. When exact addresses are not found, a question mark icon can be plotted to alert you to confirm the address plotting and then to move it if it is determined to be necessary.

Default Options

Used to select the default on or off status for wide roads, outline fonts and subject radius options and to set the subject radius fill. These are only the defaults when the application starts. You may override these options anytime from the menu.

Wide Roads

Used to increase the emphasis of road surfaces once you have zoomed in close enough.

Default Wide Roads: **Checked**

Outline Fonts

Used to cause the street labels appearing on the map to be outlined to improve the readability of labels.

Default Outline Fonts: **Checked**

Proximity to Subject

Used to used to calculate the distance from the subject property to each comparable property and display the result in the comparable properties label.

Default Proximity to Subject: **Checked**

Subject Radius

Used to project a highlighted radius from the subject property out to the furthest comparable property from the subject. The subject radius can only be displayed when a subject property and at least one comparable property exists.

Default Subject Radius: **Checked**

Subject Radius Fill

Used to select the type of fill style used when the subject radius is visible.

Fill Styles

- None
- Solid
- Vertical Lines
- Horizontal Lines
- Cross Hatch Lines
- Forward Diagonal Lines
- Backward Diagonal Lines
- Diagonal Cross Hatch Lines

Defaults Wide Roads: **Yes**

Outline Fonts: **Yes**

Subject Radius: **Yes**

Subject Radius Fill: **Solid**

OK

Use the OK button to accept any changes made to the setup.

Cancel

Use the cancel button to cancel any changes made to the setup.

Defaults

Use the default button to load the defaults settings.

Advanced

Use the advance button to define the more advanced default application settings.

Help

Use the help button to launch the help system.

Advanced Setup…

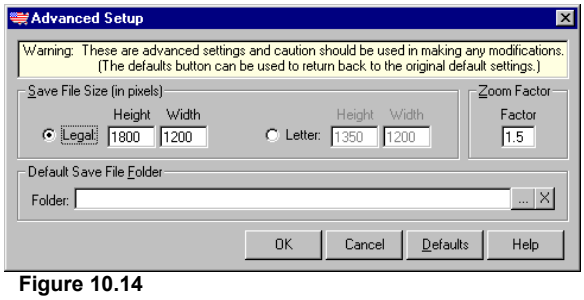


Figure 10.14

Save File Size (in pixels)

Used to select the default height and width for legal and letter size bitmap files.

The height and width are specified in pixels. The valid range is 1 – 32000.

Defaults Size: **Legal**

Legal Height: **1846**

Legal Width: **1108**

Letter Height: **1342**

Letter Width: **1108**

Zoom Factor

Used to select the zoom factor for zooming in and out. The valid range is 1.1 – 10.0.

Default Factor: **1.5**

Default Save File Folder

Used to select the default save file folder.

Default Folder: (**Blank**)

OK

Use the OK button to accept any changes made to the setup.

Cancel

Use the cancel button to cancel any changes made to the setup.

Defaults

Use the default button to load the defaults settings.

Help

Use the help button to launch the help system.

inCase
inCase Scheduler

inCase

Getting Started

Setup…

Used to define the default application settings. You access setup under the view menu. Review the default settings and change them to suit your preferences.

Sorting the Listing by Column

You can click on any column heading to sort the listing by that column (**Figure 11.1**). The first time you click a column heading the listing will be sorted in ascending order by that column. If you click the same column heading a second time, the listing will be in descending order.

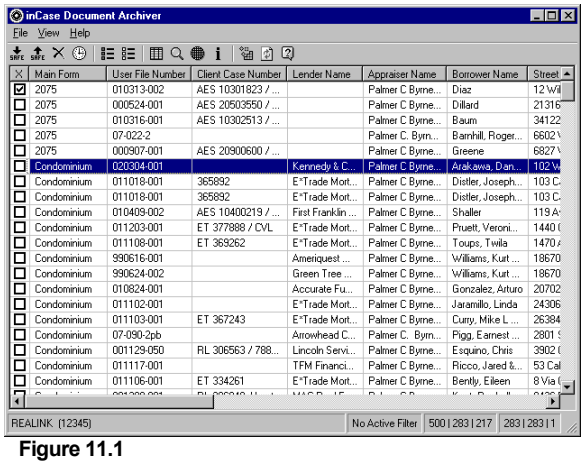


Figure 11.1

Status Bar Information

The status bar at the bottom of the main screen displays your company name and account number, whether or not a filter is currently applied to the listing, the current storage count information and the current listing count information.

Display Columns

Used to select which columns you want displayed in the listing. You can select which columns will display by default by going into setup. The selection column is always displayed.

Filter Listing

Used to filter the database records to only display those files you want to see. The status bar displays whether or not a filter is active. Filters are not saved when you exit inCase.

File Information

Used to conveniently display and/or edit the selected files information. You can only edit the information not actually found within the file. The editable fields have a white background and the non-editable fields have a yellow background. You can double click any file in the listing to quickly popup the file information dialog.

Drag and Drop from Windows Explorer

To quickly store lots of files in inCase, you can use drag and drop from Windows Explorer. Simply launch inCase and Windows Explorer. Then select a range of files using the shift key and your mouse or several random files using the control key and your mouse. Then drag the selected files and drop them on top of the main inCase file listing. Keep in mind that since you're typically dropping several files at a time into inCase, the file information dialog will not popup for each file allowing you to edit any information like the store files dialog does. However, once the files have been stored in inCase, you can double click on any file to edit that files information.

inCase Scheduler

Used to launch the inCase Scheduler program. The inCase Scheduler is inCase's utility designed to backup your important files automatically through the Internet when you are not around. Backups can be done on demand, daily at a specified time or weekly at a specified day and time.

Popup Menu

Right-click on the map to access the quick popup menu.

Registration

Used to change the program registration. Usually to change the company name, account number, inCase Server URL and/or the file limit for storage in inCase.

Menu Overview

File

Store Files…

Used to store new or to update files in inCase. If you add a file that already exists in inCase that file will automatically be overwritten. The number of files you can store depends on your license agreement.

Note: *See "Getting Started Overview" to find out how to quickly store lots of files by dragging and dropping selected files from Windows Explorer.*

Restore Files…

Used to restore or retrieve files from inCase. You must first select the files you want to restore by checking each files selection checkbox.

Delete Files…

Used to delete files from inCase. You must first select the files you want to delete by checking each files selection checkbox. You will be prompted to confirm all deletions.

Select All Files

Used to quickly select all files by checking each files selection checkbox.

Unselect All Files

Used to quickly unselect all files by unchecking each files selection checkbox.

View

Display Columns…

Used to select which columns you want displayed in the listing. You can select which columns will display by default by going into setup. The selection column is always displayed.

Search Listing…

Used to search the listing to find some specified text. You can search by all columns or by a specific column. The search text is not case sensitive. If any files are found, they are automatically selected and sorted by the selection column.

Filter Listing…

Used to filter the database records to only display those files you want to see. The status bar displays whether or not a filter is active. Filters are not saved when you exit inCase.

File Information…

Used to conveniently display and/or edit the selected files information. You can only edit the information not actually found within the file. The editable fields have a white background and the non-editable fields have a yellow background. You can double click any file in the listing to quickly popup the file information dialog.

Setup…

Used to define the default application settings.

Refresh (F5 Key)

Used to download the latest copy of your inCase database and to refresh the file listing.

Help

Contents… (F1 Key)

Used to view the help contents.

Registration…

Used to change the program registration. Usually to change the company name, account number and/or the file limit for storage in inCase.

About…

Used to view the application version and registration information.

Note: *Right mouse click anywhere on the file listing to launch the quick popup menu.*

Store Files

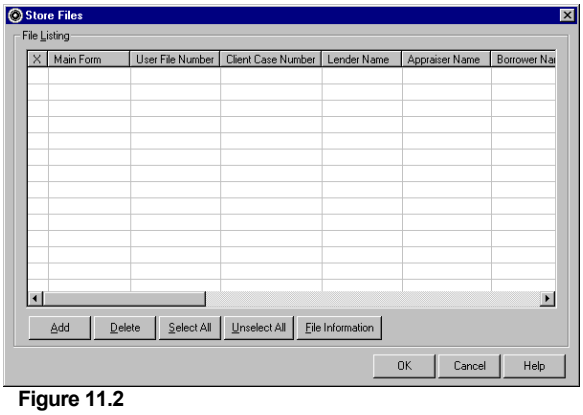


Figure 11.2

Used to select new or update files to be stored in inCase (**Figure 11.2**). If you add a file that already exists in inCase that file will automatically be overwritten. The number of files you can store depends on your license agreement. To store files use the add button to select the files to be added to the listing.

Note: *See "Getting Started Overview" to find out how to quickly store lots of files by dragging and dropping selected files from Windows Explorer.*

Add

Used to add files to the store files listing. Click the add button to bring up the standard Windows open dialog to navigate and select the file you wish to store in inCase. Once you've selected the file, the file information dialog will automatically come up with as much of the information that can be determined from the file. You can edit any of the information in the white fields but not the information in any of the yellow fields.

Delete

Used to delete the selected files from the store files listing. You must first check the selection box of each of the files you wish to delete before you use the delete button.

Select All

Used to quickly select all of the files in the listing.

Unselect All

Used to quickly unselect all of the files in the listing.

File Information

Used to display and/or edit all of the file information for the selected file in the listing.

OK

Use the OK button to store the files in the listing.

Cancel

Use the cancel button to cancel storing the files.

Help

Use the help button to launch the help system.

Restore Files

Used to restore or retrieve files from inCase to your system (**Figure 11.3**). To restore files you must first check the selection box of each file you wish to restore in the main listing. Next choose restore files from the menu. This brings up the restore files dialog screen, which displays seven columns (a selection column, filename column, address column, file date column, file size column, restore folder

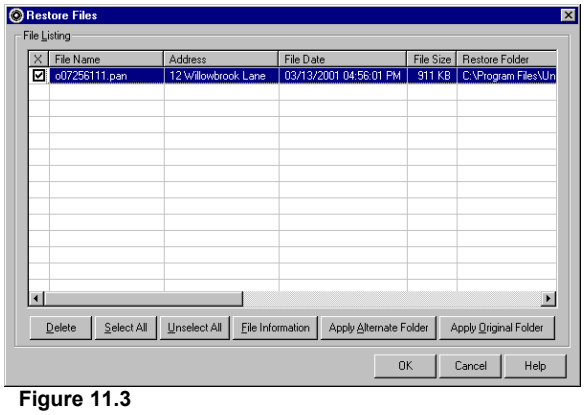


Figure 11.3

column and an original folder column) to help you identify each file and to show you the location or folder where each file will be restored. Before you restore any files, you should determine whether you'll need to restore one or more of the files to an alternate location or folder. If you do, you can check the selection box of each of those files then click the "Apply Alternate Folder" button to apply a new restore location to the selected files.

Delete

Used to delete the selected files from the restore files listing. You must first check the selection box of each of the files you wish to delete before you use the delete button.

Select All

Used to quickly select all of the files in the listing.

Unselect All

Used to quickly unselect all of the files in the listing.

File Information

Used to display all of the file information for the selected file in the listing.

Apply Alternate Folder

Used to apply an alternate restore folder for each of the selected files in the listing. You must first check the selection box of each of the files where you wish to set an alternate restore folder before you use the apply alternate folder button.

Apply Original Folder

Used to apply the original folder to the restore folder for each of the selected files in the listing. You must first check the selection box of each of the files where you wish to set the original folder to the restore folder before you use the apply original folder button.

OK

Use the OK button to restore the files.

Cancel

Use the cancel button to cancel the restore.

Help

Use the help button to launch the help system.

Delete Files...

Used to delete files from inCase. You must first select the files you want to delete by checking each files selection checkbox. You will be prompted to confirm all deletions.

inCase Scheduler…

Used to launch the inCase Scheduler program. The inCase Scheduler is designed to backup a group of specified files at a specified time. The inCase Scheduler can backup on demand or daily or weekly.

Select Files…

Used to quickly select all files by checking each files selection checkbox.

Unselect Files…

Used to quickly unselect all files by unchecking each files selection checkbox.

Display Columns…

Used to select which columns to display on the screen (**Figure 11.4**). You can define which columns you want to display each time you run inCase by selecting them in setup. The display columns options are typically used when you want to temporarily change the view. The selection column must always be displayed.

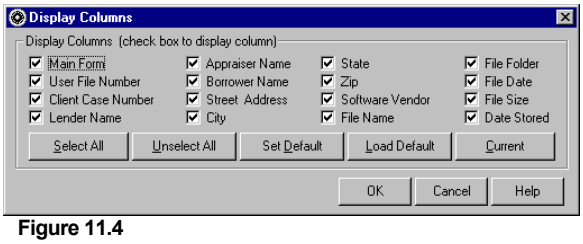


Figure 11.4

Select All

Used to quickly select all the columns.

Unselect All

Used to quickly unselect all the columns.

Set Default

Used to set the default columns in the setup to match the current column selections.

Load Default

Used to set the current columns selections based on the default display columns in the setup.

Current

Used to set the current columns selections based on the columns currently display on the screen.

OK

Use the OK button to accept any changes.

Cancel

Use the cancel button to cancel any changes.

Defaults

Use the default button to load the defaults settings.

Help

Use the help button to launch the help system.

Search Listing...

Used to search the current listing based on the search text (**Figure 11.5**). When matches are found, the selection column is automatically selected for each matching file then the selection column is sorted.

Figure 11.5

Columns

Use the column dropdown list to select a specific column to search or select “(All Columns)” to search the entire listing. Only the columns currently displayed can be searched.

Search Text

The search text is not case specific and the text can be located anywhere within in the fields.

OK

Use the OK button to start the search.

Cancel

Use the cancel button to cancel the search.

Help

Use the help button to launch the help system.

Filter Listing...

Used to construct a filter to screen out files you do not want seen in the listing (**Figure 11.6**). There are dropdown lists for Columns, Operators, Values and Conditions. These are used to construct a WHERE clause of a sequel statement used to filter the file listing. If there is a current active filter, it is displayed in the yellow text box for reference.

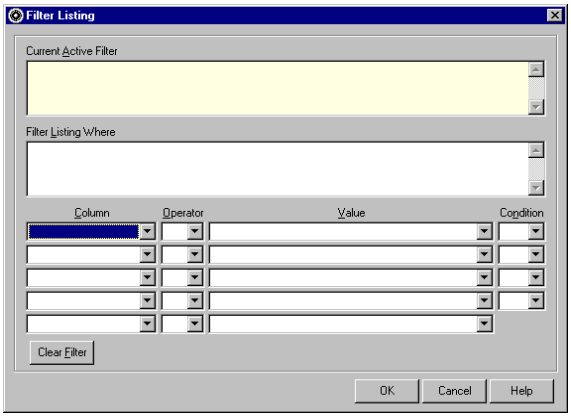


Figure 11.6

To construct a simple filter, use the dropdown lists to select a column, an operator and a value. All three columns are required to construct a valid filter. No typing is required. You can not edit the current active filter or the filter being constructed directly. You must select from the dropdown lists to construct a filter. To construct a more advanced filter, use the condition dropdown to append an “AND” or “OR” condition, then add another column, operator and value.

Note: *Filters are not saved when you exit inCase.*

Columns

All of the columns in the file listing will not be found in the column dropdown list. Only the columns considered with non-unique entries are included. The columns are sorted in alphabetical order.

Operators

Below is the list of operators in the dropdown list and there meaning.

Op	Meaning
=	Equal
<>	Not Equal
>	Greater Than
<	Less Than
>=	Greater Than or Equal
<=	Less Than or Equal

Values

The unique value(s) for the selected column are automatically populated into the dropdown list.

Conditions

There are only 2 conditions. “AND” and “OR”. These are used to append combinations of columns, operators and values together.

Clear Filter

Use the clear filter button to clear the filter being constructed.

OK

Use the OK button to accept any changes.

Cancel

Use the cancel button to cancel any changes.

Help

Use the help button to launch the help system.

File Information

Used to conveniently display and/or edit the selected files information (**Figure 11.7**). You can only edit the information not actually found within the file. The editable fields have a white background and the non-editable fields have a yellow background. You can double click any file in the listing to quickly popup the file information dialog.

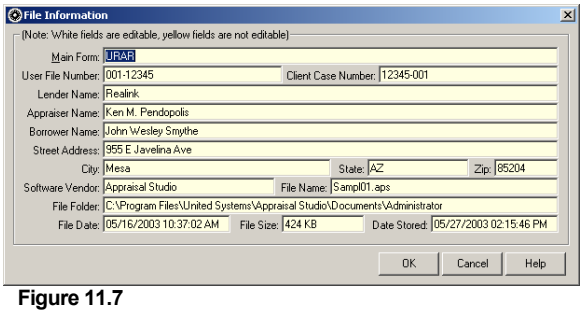


Figure 11.7

OK (only appears in certain situations)

Use the OK button to accept any changes.

Cancel or Close

Use the cancel or close button to cancel any changes or to close the dialog.

Help

Use the help button to launch the help system.

Setup…

Used to define the default application settings.

Default Display Columns

Used to select which columns display in the listing when inCase is launched.

Default: **All Columns Display**

Default Sort Column

Used to select the default sort column and sort order when inCase is launched.

Default Column: **Main Form** Order: **Ascending**

Default Store File Folder and Type

Used to select the default store file folder and type. The folder is the location where you normally store your files. The type is the type of files generated by the appraisal software you are using.

Default Folder: **Blank** Type: **Appraisal Studio Files (*.aps)**

OK

Use the OK button to accept any changes made to the setup.

Cancel

Use the cancel button to cancel any changes made to the setup.

Defaults

Use the default button to load the defaults settings.

Help

Use the help button to launch the help system.

Refresh (F5 Key)

Used to refresh your inCase listing by downloading the current incase database file from the United Systems' file server. It is always a good idea to refresh your listing before you make any file changes as other users may have made their own changes that will not become apparent until you refresh.

inCase Scheduler

Getting Started

The inCase Scheduler (**Figure 11.8**) is inCase's utility designed to backup your important files automatically when you are not around. Backups can be done on demand, daily at a specified time or weekly at a specified day and time.

You can specify any files and folders to backup as well as select from some predefined file groups. These file groups are great because often times an end user has no idea which files for any given software package are the important ones to backup, let alone where to find them.

All the files set for backup are examined to see whether they already in inCase and if so, whether the file has been changed. Only new files or files that have changed based on their file date and time stamp are backed up.

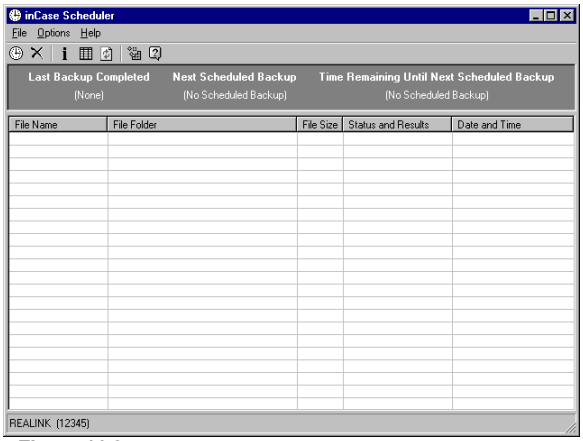


Figure 11.8

Setup…

Used to schedule the automatic backup times and files to be backed up.

Sorting the Listing by Column

You can click on any column heading to sort the listing by that column. The first time you click a column heading the listing will be sorted in ascending order by that column. If you click the same column heading a second time, the listing will be sorted in descending order.

Popup Menu

Right-click on the map to access the quick popup menu.

Menu Overview

File

Backup Now

Used to start the backup now regardless of any scheduled backup. You will be prompted to confirm the backup.

Cancel Backup

Used to cancel a backup that is already in progress. You will be prompted to confirm the cancel backup.

Options

File Information…

Used to display the selected files information. You can double click any file in the listing to quickly popup the file information dialog.

Clear Listing

Used to clear the backup results in the inCase Scheduler backup listing following abackup.

Refresh (F5 Key)

Used to refresh the inCase Scheduler backup listing.

Setup…

Used to schedule the automatic backup times and files to be backed up.

Help

Contents… (F1 Key)

Used to view the help contents.

About…

Used to view the application version and registration information.

Note: *Right mouse click anywhere on the file listing to launch the quick popup menu.*

Backup Now

Used to start the backup now regardless of any scheduled backup. You will be prompted to confirm the backup.

Cancel Backup

Used to cancel a backup that is already in progress. You will be prompted to confirm the cancel backup.

File Information...

Used to display the selected files information. You can double click any file in the listing to quickly popup the file information dialog.

Close

Use the close button to close the dialog.

Help

Use the help button to launch the help system.

Clear Listing

Used to clear the backup results in the inCase Scheduler backup listing following a backup.

Refresh (F5 Key)

Used to refresh the inCase Scheduler backup listing.

Setup...

Used to schedule the automatic backup times and files to be backed up (**Figure 11.9**).

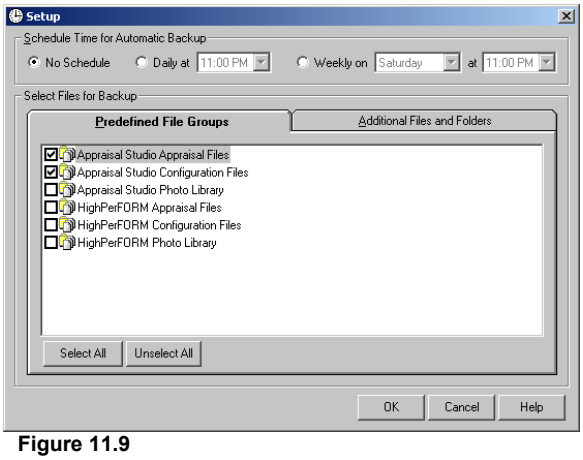


Figure 11.9

Schedule Time for Automatic Backup

There are three types of scheduled backups. No Schedule, Daily and Weekly.

No Schedule

Allows you to turn off any automatic backup schedule. However you can still backup on demand using “Backup Now” on the “File” menu.

Daily

Allows you to set a time daily to automatically backup your files. The times are in 30-minute increments throughout a 24-hour day.

Weekly

Allows you to set a day and time to automatically backup your files. The times are in 30-minute increments throughout a 24-hour day.

Select Files for Backup

Predefined File Groups

This tab is used to select which predefined groups to back up. These predefined groups make it easy for you to select common file groupings to backup without having to find and select every single file in the group on your system.

Use the “Select All” button to select all the predefined groups. Use the “Unselect All” button to unselect all the predefined groups.

Additional Files and Folders

This tab is used to select additional files or folders to be backed up. Files will be listed with the full path and filename. Folders will be listed with the full path and (*.*) to indicate that all files in that folder will be backed up.

Use the “Add File” button to add new files to the listing. Use the “Add Folder” button to add new folders to the listing. Use the “Remove” button to remove the selected file or folder from in the listing. Use the “Clear” button to clear all the files and folders from the listing.

OK

Use the OK button to accept any changes made to the setup.

Cancel

Use the cancel button to cancel any changes made to the setup.

Help

Use the help button to launch the help system.

inHand Palm Appraiser

System Requirements
Supported Forms
Download a Report to Appraisal Studio
Create a Report in Appraisal Studio
Upload a Report From Appraisal Studio
inHand Features

System Requirements

Recommended for Handheld

Palm OS 3.5 to 5.0
8 megabytes (MB) of RAM

Minimum for Handheld

Palm OS 3.3
4 megabytes (MB) of RAM

Desktop/laptop must already have Palm Desktop software installed.

Note: *Palm OS only - this software is not supported on Windows CE devices.*

Supported Forms

URAR

Condo

2055 - Quantitative Analysis

2065 - Qualitative Analysis

2070 - Comparative Market Analysis (Condition and Marketability Report)

2075 - Property Inspection Report

704 - Second Mortgage Report

Download a Report to Appraisal Studio

To download a report that currently resides on your palm device to Appraisal Studio:

1. Turn on your palm device and dock it. Please consult the manual for your palm device if you are unsure how to accomplish this.

2. Open Palm Appraiser on your palm device

3. Click in the area to the left of the appraisal type of the report you wish to send to Appraisal Studio. An X should appear, indicating it has been marked to be transferred.

4. Click on the **Applications** button on your palm device. This is the button that takes you to the main list of software programs currently loaded on your palm.

5. Click on **Hot Sync** from the list of available applications.

6. Click on the **Hot Sync** icon in the center of the screen. A series of windows should appear telling you that it is transferring the file you selected over to your desktop computer.

7. If you have not already done so, open Appraisal Studio on your desktop.

8. Click on the **inHand Appraiser** folder on the lower left of the main Appraisal Studio screen. The message "New files from palm device found" should appear. Click **OK**.

9. The file you downloaded to your computer from your palm device should be listed in your inHand Appraiser folder in Appraisal Studio.

Create a New Report in Appraisal Studio

To create a new report in Appraisal Studio to be filled out on your palm device:

1. Open Appraisal Studio and select the inHand Appraiser folder.

2. Click on the button labeled New item and fill out the fields shown. Click **OK** when finished.

3. Click on **Prepare for Sync**.

4. Make sure your palm device is on and docked. Open the Hot Sync Application on your palm device, and click on the **Hot Sync** Icon.

5. Once synchronization is complete, the report should appear in Palm Appraiser on your palm device.

Upload Existing Reports From Appraisal Studio

To upload reports already created in Appraisal Studio to the palm device:

1. Open Appraisal Studio and select the folder containing the report you wish to upload to your palm device.
2. Drag and drop the desired report into the inHand Appraiser folder in Appraisal Studio.
3. Click on **Prepare for Sync**.
4. Make sure your palm device is on and docked. Open the Hot Sync Application on your palm device, and click on the **Hot Sync** Icon.
5. Once synchronization is complete, the report should appear in Palm Appraiser on your palm device.

Palm Appraiser Features in Appraisal Studio

Create/Update

If an appraisal in the Palm Appraiser folder in Appraisal Studio is highlighted and you click on the Create/Update button, you can begin a full appraisal in Appraisal Studio based on the basic information provided initially in the palm forms.

New Item

Click on the New Item button if you wish to create a basic report to transfer to your palm device to fill out/for use in the field.

Remove Item

Highlight an item you wish removed from your Palm Appraiser folder, then click on **Remove Item**.

NOTE: *This will **NOT** remove the item from your palm device, even after another hot sync. If you wish it to be removed from your pal device as well, you must open the Palm Appraiser software on your palm device and remove it there.*

Prepare For Sync

Clicking this button prepares Appraisal Studio for synchronization with your palm device. To complete the sync, you must open the Hot Sync application on your docked palm device and click the hot sync icon to begin syncing.

Refresh Screen

If there are items missing from your Palm Appraiser folder's list in Appraisal Studio (i.e. after a Hot Sync), clicking on Refresh Screen will refresh the information in Appraisal Studio to ensure you have the latest information displayed.

Send Quick Entries During Sync

If a report you are transferring from Appraisal Studio to your palm device has quick entries attached to it, those quick entries can be transferred as well by checking this box before performing the Hot Sync.

Administration Tools
Importing Reports
Features
Forms Supported in Appraisal Studio
Getting the Very Latest Update

Administration Tools

Appraisal Studio has some tools available for the administrator (**Figure 13.1**). These tools consist of Database Utilities, File System Maintenance tools, Appraisal Studio Settings, and Workstation Configuration Tools. One of the Database tools is "Synchronize Database and Document Files". This utility compares the database to the document files and removes the database entry for missing documents. It then inserts missing reports on the main Appraisal Studio screen.

Appraisal Studio Settings allow the network administrator to directly edit the program's configuration files. Incorrect configuration settings will result in making Appraisal Studio inoperable. These setting should not be changed unless specifically instructed to do so by a United Systems Software Technician.

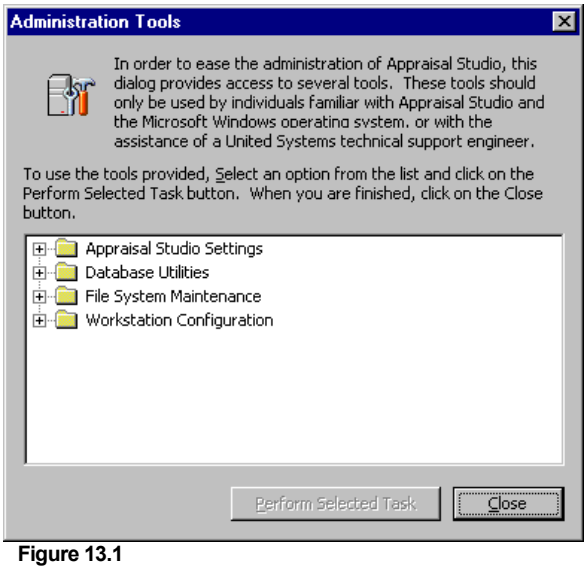

Administration Tools
In order to ease the administration of Appraisal Studio, this dialog provides access to several tools. These tools should only be used by individuals familiar with Appraisal Studio and the Microsoft Windows operating system, or with the assistance of a United Systems technical support engineer.
To use the tools provided, Select an option from the list and click on the Perform Selected Task button. When you are finished, click on the Close button.
Appraisal Studio Settings
Database Utilities
File System Maintenance
Workstation Configuration
Perform Selected Task
Close

Figure 13.1

Importing Reports

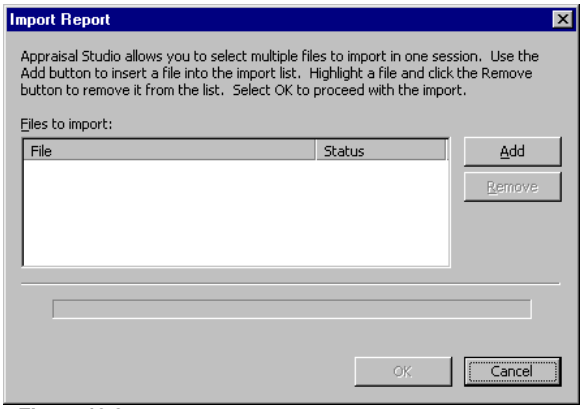

Import Report
Appraisal Studio allows you to select multiple files to import in one session. Use the Add button to insert a file into the import list. Highlight a file and click the Remove button to remove it from the list. Select OK to proceed with the import.
Files to import:
File
Status
Add
Remove
OK
Cancel

Figure 13.2

Appraisal Studio allows you to import reports from other software vendors (**Figure 13.2**).

From the main screen of Appraisal Studio, click on File in the Menu Bar and select Import, Single Report. This will open the "Import Report" window. Click on the **Add** button to be directed to the "Open" a file location window.

Using this window screen, you will direct Appraisal Studio to a location of an appraisal report you intend to import.

Click on the drop-down menu at the hand side of the "Files of Type" field and a list of files will appear allowing you to choose the type of report that is to be imported.

Once you have selected the type of report, locate the "Look in" field and click on the drop-down menu to choose the directory to which you would like to import the file from. Click on **Open** and you will return to the "Import Report" window with the data-path and name of the file you are about to import.

If you wish to import any additional reports, repeat the process. Once you have all of the reports you wish to import on the list of "Import Report", click on **OK**. Appraisal Studio will now import the reports and you will have access to the reports the same way you access Appraisal Studio reports.

Additional Appraisal Studio Tools

Purchasing New Products

When you add or purchase optional modules such as the inFocus Photo Module or inBox Electronic Delivery System, you don't need to reinstall Appraisal Studio or even the modules from the CD. Click on **Tools** in the Menu Bar and then click on **Purchase New Products.** Enter your Account Number and then Enter the Unlock code that you have received from United Systems in the "Activation Code" text box (**Figure 13.3**).

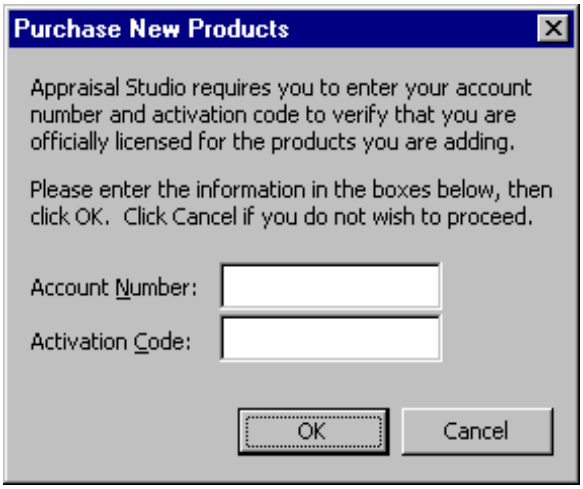

Purchase New Products
Appraisal Studio requires you to enter your account number and activation code to verify that you are officially licensed for the products you are adding.
Please enter the information in the boxes below, then click OK. Click Cancel if you do not wish to proceed.
Account Number:
Activation Code:
OK
Cancel

Figure 13.3

The new module now is unlocked and ready for use.

Standard Calculator

Appraisal Studio comes with the Standard Calculator which functions just like a regular calculator. This calculator has an "Expand" button that shows the figures being added or subtracted, etc… similar to an adding machine. To access the calculator, click on "Tools" on the Menu Bar and then click on "Standard Calculator". If you are in a form field and need to make a calculation, open the calculator, make the required calculation and then click on the "Update Field" button. The calculated result is placed in the field and the calculator closes.

Area Calculator

The Appraisal Studio area calculator makes it easy to enter room dimensions to calculate overall living and building areas (**Figure 13.4**). You can specify an area type and level for each dimension that you enter. When you are finished, if you check the check box labeled “Insert Data Into My Report” The GLA and or GBA will be inserted into the report in all applicable areas.

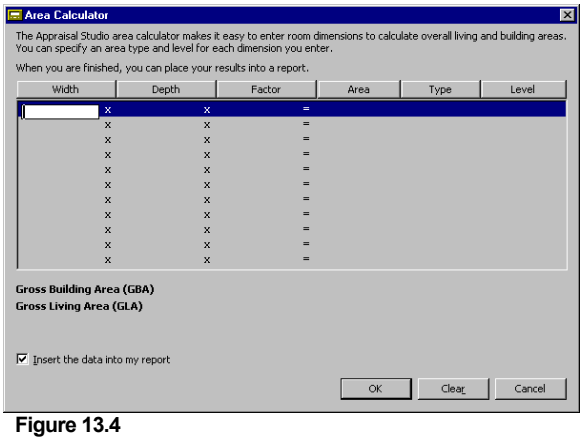

Area Calculator
The Appraisal Studio area calculator makes it easy to enter room dimensions to calculate overall living and building areas. You can specify an area type and level for each dimension you enter.
When you are finished, you can place your results into a report.
Width
Depth
Factor
Area
Type
Level
Gross Building Area (GBA)
Gross Living Area (GLA)
Insert the data into my report
OK
Clear
Cancel

Figure 13.4

Features

Appraisal Studio has numerous time saving features. Below is a partial list of these features.

Automatic Saving of Data - In addition to manual saving, Appraisal Studio automatically saves the data in your report every time you switch forms, when you close a form or a report, and before printing. Thus your data is very safe. In fact, even if your computer locks up or you experience a power failure, Appraisal Studio will save your data and prompt you to recover this file. Appraisal Studio will now find the last file and load it for you automatically.

Global Macros - In the earlier version of Appraisal Studio, macro entries were unique to each form. Thus, when you entered a macro in the condo form for example, you could not use that macro in another form. Now when you enter a macro, that macro is available with all forms that have that field.

Automatic E-mail Checking - Appraisal Studio can be configured to check e-mail automatically. Therefore, there is no need to stop working and check your mail. If you choose, Appraisal Studio will prompt you when your e-mail arrives.

Importing of Images - Images can be imported into Appraisal Studio. These images can be building sketches, location maps, plat maps, deeds or any other document that you scan in. These images can be in a variety of formats, such as JPG, GIF, TIF, PCX, and BMP, just to name a few. Appraisal Studio automatically enlarges imported images to fit the area on the form while keeping the same proportions of the image.

Reduce calculation time by 80% - Appraisal Studio does most of the mathematics for you, eliminating time-consuming manual calculations and re-calculations.

Quickly edit your appraisal - You can see on-screen all the information you are entering in your appraisal before you print, or recall an appraisal for quick revisions and reprinting. You can see the bottom-line effect of calculation changes immediately on-screen.

Fully Integrated Photo Imaging* - Photo Imaging capabilities are built right in to Appraisal Studio. You don't have to run a separate program for capturing photos and placing them into your reports. It can all be done from within Appraisal Studio. The auto-generation that helped make inFocus popular has been enhanced to include interior photographs (if desired).

Fully Integrated Electronic Data Interchange capabilities* - Sending an appraisal report direct from one modem to another, or via the Internet, is now as easy as printing. There's no laborious bundling process where you have to select your form file, your sketch file, your location map, etc… All of your forms and addenda for any given report are bundled together already. Just drag and drop your report on to the mailbox and the transfer begins.

Quick Entries (macros) - Appraisal Studio allows you to store common responses to any field on any form. For example, you can store Phoenix, Tucson, and Las Vegas as Quick Entries for the city field, making it easy to insert the desired city as opposed to typing it each time. As an improvement, macros are shared across forms. If you have a list of cities you defined while using the URAR form, those same cities will be available when you're using the 704 Form, for example.

Multi-User Capable – Right out of the box, Appraisal Studio is designed to make collaboration between your office staff much easier. Users can send mail to one another, share reports, templates, Quick Entry lists, photographs, and more.

Report Templates and Report Cloning – To speed the process of creating new appraisal reports, you can define templates that contain the forms you typically use in a report, such as a Cover Page, URAR, Limiting Conditions, and a Multipurpose Addendum. Now you don't have to individually insert the form you want to include in a new report – just use a template to insert them all at once. You can also clone an existing report that you believe will be similar to your new report. This will not only copy the forms used in the existing report, but all of the data as well. This works well when you are appraising in the same neighborhood or subdivision

Copy and Flip Comparables of Any Type - Appraisal Studio has always allowed you to flip Sales, Listings, and Rental Comparables. It did not, however, work properly on the 1095 form, for example, when there are more than three comparable properties in a simple market grid. Some competing products only allow you to copy and flip sales

comparables. You'll have to re-type the listing comps if you're using that product. Appraisal Studio handles all of these situations just as you would expect.

Spell Checking - Appraisal Studio includes full support for spell checking your report. It checks all the forms in your report at the same time. In other words, you don't individually have to check your URAR, your Multipurpose Addendum, etc.

Windows 98/NT/2000/XP-Compatible 32-bit code - We can take advantage of everything that the latest versions of Windows have to offer. For example, Appraisal Studio can transmit multiple documents over the Internet all at the same time. In fact, you can even be receiving your Internet e-mail while all those documents are being sent!

Editable Photo Pages - TruColor allowed you to produce photo pages, but the data that appeared beside each photo was predetermined and could not be changed. That's not true with Appraisal Studio's inFocus photo module, which treats a photo page like any other form, with text and title that are editable.

Compound Documents - With Appraisal Studio, all the forms in your report are included in the same file and can be edited, printed, transmitted, and more without having to load multiple files.

Automatic Math - Tedious calculations that an appraiser would normally be required to perform manually are all done automatically.

WYSIWYG (What You See Is What You Get) - You see forms on the screen just as they appear on the printer. Since most appraisers are familiar with the printed output, they can navigate through the form quickly. You can also see exactly what the final product looks like before submitting it to your client.

Easy Copying and Backing-Up of Appraisal Reports - Copying and backing-up appraisal reports has never been easier. Just drag the report over the briefcase icon and the entire report including photos and scanned images are copied to either a floppy disk or perhaps a disk drive.

Automatic Updating Of Workstations On A Network - If Appraisal Studio is installed on a network and one workstation downloads the update, all other workstations on the network will be prompted that an update is available and will ask the user if they want the upgrade to be installed automatically.

Importing Photos from Other Sources - Photos can now be imported from a variety of sources, such as MLS or other files and directories on your computer or other computers on the network.

Printing Forms in Color - Now appraisal forms can be printed in color. Users have the option of printing out their appraisal forms in green just like the original, pre-computerized appraisal forms. You also have the ability to print your data out in the color blue. This will make your data really stand out. Printing appraisals in color is a great way to impress new lenders.

Forms Supported in Appraisal Studio

Agricultural Forms

Description	Reference	Size	Pages
Administrative Appraisal Review	1922-16	Letter	1
Administrative Appraisal Review for Single Family Housing	1922-15	Letter	1
Appraisal for Mineral Rights	1922-11	Letter	3
Appraisal Report - Farm Tract	1922-1	Letter	5
Appraisal Report - Farm Tract (01/2002)	1922-1	Letter	10
Appraisal Review	1922-5	Letter	3
Appraiser's Worksheet - Farm Tracts	1922-10	Letter	1
Environmental Inspection Report	422-1	Letter	2
Irrigation, Drainage, Levee, and Minerals	1922-2	Letter	3
Real Estate Sales Data	1922-9	Letter	2
Residential Appraisal Review for Single Family Housing	1922-14	Letter	2
Residential Appraisal Review for Single Family Housing (1999)	1922-14	Letter	3
UAAR 1 - Property Identification	Page 1	Letter	1
UAAR 2 - Neighborhood Description	Page 2	Letter	1
UAAR 3 - Subject Land Description	Page 3	Letter	1
UAAR 4 - Subject Improvement Description	Page 4	Letter	1
UAAR 5 - Subject History	Page 5	Letter	1
UAAR 6 - Property Comments	Page 6	Letter	1
UAAR 7 - Cost Approach	Page 7	Letter	1
UAAR 8 - Improvement Contribution	Page 8	Letter	1
UAAR 9 - Cost Approach Comments	Page 9	Letter	1
UAAR 10 - Cost Approach (Depreciation Analysis)	Page 10	Letter	1
UAAR 11 - Cost Approach (Land Adjustment Calculation)	Page 11	Letter	1
UAAR 12 - Cost Approach (Adjustment Summary)	Page 12	Letter	1
UAAR 13 - Income Approach	Page 13	Letter	1
UAAR 14 - Income Approach Comments	Page 14	Letter	1
UAAR 15 - Sales Comparison Approach	Page 15	Letter	1
UAAR 16 - Sales Comparison Comments	Page 16	Letter	1
UAAR 17 - Sales Comparison Approach (Land Adjustment)	Page 17	Letter	1
UAAR 18 - Sales Comparison Approach (Building Adjustment)	Page 18	Letter	1
UAAR 19 - Sales Comparison Approach (Building Adjustment Continued)	Page 19	Letter	1
UAAR 20 - Reconciliation and Final Value Estimate	Page 20	Letter	1
UAAR 21 - Comments	Page 21	Letter	1
UAAR 22 - Market Value Definition	Page 22	Letter	1
UAAR 23 - Assumptions and Limiting Conditions	Page 23	Letter	1
UAAR 24 - Appraiser(s) Certification	Page 24	Letter	1

Commercial Forms

Description	Reference	Size	Pages
Appraisal Report Residential Income Property	71A	Legal	8
Appraisal Report Residential Income Property	71B	Legal	4
Commercial Appraisal Review	4002	Legal	2
Existing Property Uniform Commercial/Industrial Appraisal Report (1999)	UCIAR-EP	Legal	15
Hotel and Transient Use	HUD 92561	Letter	1
Small Property Uniform Commercial/Industrial Appraisal Report (7/90)	UCIAR-SP	Legal	7
Small Property Uniform Commercial/Industrial Appraisal Report (1999)	UCIAR-SP	Legal	10

Common Addenda Forms

Description	Reference	Size	Pages
1-4 Family Seller/Servicer Property Inspection Report	452	Legal	1
Addendum to the appraisal of HUD owned property	HUD Owned	Legal	2
Additional Condominium Comparables (Listings)	Condo Listings	Legal	1
Additional Condominium Comparables (Sales)	Condo Comps	Legal	1

Additional ERC Comparables (Sales)	ERC Comps	Legal	1
Additional Fannie Mae 2055 Comparables	FMae 2055 Comps	Legal	1
Additional Freddie Mac 2055 Comparables	FMac 2055 Comps	Legal	1
Additional ICIAR (1075) Comparables	1075 Comps	Legal	1
Additional Mobile Home Comparables	Mobile Comps	Legal	1
Additional ROV Comparables	ROV Comps	Legal	1
Additional Small Residential Income Property Comparables	SRIP Comps	Legal	1
Additional UICIAR (2095) Comparables	2095 Comps	Legal	1
Additional URAR Comparables (Listings)	URAR Listings	Legal	1
Additional URAR Comparables (Sales)	URAR Comps	Legal	1
Additional Vacant Land Comparables	Vacant Land Comps	Legal	1
Appraisal Summary	Summary	Legal	1
Appraisal Update	Appraisal Update	Legal	1
Appraiser Acknowledgement (Chase Manhattan Mortgage)	Acknowledgement	Legal	1
Appraiser Certification	Certification	Legal	1
Appraiser's Manufactured Housing Checklist	Mfg House Checklist	Legal	1
Appraiser's Resume	Resume	Legal	2
Building Area Addendum	Area Addendum	Legal	1
Building Sketch	Sketch	Legal	1
Building Sketch (Letter Size)	Sketch	Letter	1
Certification and Limiting Conditions	Limiting Conditions	Legal	2
Certification and Limiting Conditions (Letter Size)	Limiting Conditions	Letter	2
Commercial Building Comparable	Commercial Comps	Legal	1
Cost Addendum	Cost Addendum	Legal	1
Cover Letter	Cover Letter	Legal	1
Cover Letter (Letter Size)	Cover Letter	Letter	1
Cover Letter with Header	Cover Letter	Legal	1
Cover Letter with Header (Letter Size)	Cover Letter	Letter	1
Cover Letter with Signature	Cover Letter	Legal	1
Cover Letter with Signature (Letter Size)	Cover Letter	Letter	1
Cover Page	Cover Page	Legal	1
Cover Page (Letter Size)	Cover Page	Letter	1
Cover Page with Contents	Cover Page	Legal	1
Cover Page without Photo	Cover Page	Legal	1
Cover Page without Photo (Letter Size)	Cover Page	Letter	1
Cover Page without Photo 2	Cover Page	Legal	1
Deed	Deed	Legal	1
Deed (Letter Size)	Deed	Letter	1
Drive By Certification and Limiting Conditions	Drive By Limit/Cert	Legal	2
Earthquake Insurance Analysis Addendum	Earthquake Addendum	Letter	2
ERC Residential Appraisal Report Condominium Addendum	ERC Addendum	Legal	1
Excel Spreadsheet Attachment (Legal Size)	Spreadsheet	Legal	1
Excel Spreadsheet Attachment (Letter Size)	Spreadsheet	Letter	1
FEMA - Standard Flood Hazard Determination	FEMA	Letter	1
FHLMC Form 465 Addendum A	465A	Legal	2
FHLMC Form 465 Addendum B	465B	Legal	2
FIRREA/USPAP Addendum	FIRREA Addendum	Legal	1
Flood Map	Flood Map	Legal	1
Flood Map (Letter Size)	Flood Map	Letter	1
Ground Lease Analysis	Lease Analysis	Legal	2
Industrial Building Comparable	Industrial Comps	Legal	1
Invoice	Invoice	Legal	1
Lead Based Paint Certification	Lead Paint Cert	Letter	1
Lease Comparable	Lease Comps	Legal	1
Location Map	Location Map	Legal	1
Location Map (Letter Size)	Location Map	Letter	1
Manufactured Home Appraisal Report Addendum	FMae 1004C	Legal	2
Master Residential (2045) Options/Upgrades	Master Res Options	Legal	1

Master Residential (2045) Value Adjustments	Master Res Lot Unit	Legal	1
Master Residential Appraisal (2045)-Amendment	Master Res Amendment	Legal	2
Master Residential Appraisal (2045)-Amendment (Extra Pages)	Master Res Amend More	Legal	1
Master Residential Appraisal (2045)-Worksheet	Master Res Worksheet	Legal	1
Multi-Purpose Supplemental Addendum (FIRREA)	70M	Legal	2
Operating Income Statement	Operating Income	Legal	2
Plat Map	Plat Map	Legal	1
Plat Map (Letter Size)	Plat Map	Letter	1
Real Estate Evaluation Report/Certification	FW69	Legal	1
Repair and Maintenance Addendum	Repair Addendum	Legal	1
Satisfactory Completion Certificate	SCC	Legal	1
Satisfactory Completion Certificate (ROV)	SCCROV	Legal	1
Scanned Image with Header	Scanned Image	Legal	1
Scanned Image with Header (Letter Size)	Scanned Image	Letter	1
Scanned Image without Header	Scanned Image	Legal	1
Scanned Image without Header (Letter Size)	Scanned Image	Letter	1
Single Family Comparable Rent Schedule	Single Family Rent	Legal	1
Site Map	Site Map	Legal	1
Site Map (Letter Size)	Site Map	Letter	1
Square Footage Appraisal Form	1007	Legal	2
Standard Appraisal Addendum	Std Addendum	Legal	1
Subdivision Map	Subdivision Map	Legal	1
Summary of Subject Leases	Subject Leases	Legal	1
Supplemental Information and Appraisers Certification	Supplemental Info	Legal	1
Supplemental Real Estate Owned Appraisal Addendum	Owned Addendum	Legal	1
Table of Contents	Table of Contents	Legal	1
Table of Contents (Letter Size)	Table of Contents	Letter	1
Table of Contents No Photo	Table of Contents	Legal	1
Table of Contents No Photo (Letter Size)	Table of Contents	Letter	1
Text Addendum	Addendum	Legal	1
Text Addendum (Letter)	Addendum	Letter	1
Text Addendum with Signature (Legal)	Addendum	Legal	1
Text Addendum with Signature (Letter)	Addendum	Letter	1
URAR PUD Addendum	PUD Addendum	Legal	1
USPAP - Compliance Addendum	USPAP Addendum	Legal	1
USPAP - Compliant Report Identification	USPAP	Legal	1
VA Compliance Inspection Report	VA Compliance	Legal	2
VA Liquidation Appraisal Addendum	VA Liquidation	Legal	1
VA Liquidation Appraisal Addendum (1/1/2001)	VA Liquidation	Legal	1
Vacant Land Comparable	Land Comps	Legal	1
Warranty of Completion of Construction	Warranty Completion	Letter	1
Word Document Attachment (Legal Size)	Document	Legal	1
Word Document Attachment (Letter Size)	Document	Letter	1

Environmental Forms

Description	Reference	Size	Pages
ASTM Standard Practice for Environmental Site Assessments	Form 710	Legal	5
EAA Certification and Statement of Limiting Conditions (1999)	EAA Cert	Legal	1
EAA Photo Addendum (1999)	EAA Photo Addendum	Legal	1
EAA Summary and Conclusion Addendum (1999)	EAA Summary Addendum	Legal	1
Environmental Addendum	Form 69F	Legal	2
Environmental Compliance Record SF Disposition	HUD 4310.5	Letter	1
Residential Environmental Assessment Report	Form 510	Legal	5
Residential Environmental Inspection Report Form (1999)	Form 510	Legal	4
Transaction Screen Process Form (1999)	Form 710	Legal	5
Uniform Environmental Assessment Report Small Commercial	Form 610	Legal	5
Uniform Environmental Assessment Report Small Commercial Form (1999)	Form 610	Legal	4

Housing and Urban Development Forms

Description	Reference	Size	Pages
Appraisal Field Review Report	HUD 1038-V	Legal	3
Appraiser/Review Appraiser Checksheet	HUD 54891	Legal	2
Builders Certification	Builders Certification	Letter	3
Compliance Inspection Report	HUD Compliance	Letter	2
HUD National Valuation Condition (VC) Sheet (8/99)	HUD 92564	Legal	4
HUD National Valuation Condition (VC) Sheet	HUD 9722A	Legal	3
Get a Home Inspection (8/99)	HUD Inspection	Letter	1
Homebuyer Summary (8/99)	HUD Summary	Legal	1

Lender Mortgage Forms

Description	Reference	Size	Pages
Appraisal Order	Order	Legal	1
Brokers Price Opinion (Fannie Mae)	Broker Price	Legal	2

Photograph Forms

Description	Reference	Size	Pages
Comparable Interior Photos	Comp Photos	Legal	1
Comparable Interior Photos (4 x 6 Letter Size)	Comp Photos	Letter	1
Comparable Interior Photos (4 x 6)	Comp Photos	Legal	1
Comparable Interior Photos (Letter Size)	Comp Photos	Letter	1
Comparable Photos	Comp Photos	Legal	1
Comparable Photos (4 x 6 Letter Size)	Comp Photos	Letter	1
Comparable Photos (4 x 6)	Comp Photos	Legal	1
Comparable Photos (Letter Size)	Comp Photos	Letter	1
Listing Photos	Listing Photos	Legal	1
Listing Photos (4 x 6 Letter Size)	Listing Photos	Letter	1
Listing Photos (4 x 6)	Listing Photos	Legal	1
Listing Photos (Letter Size)	Listing Photos	Letter	1
Photograph Addendum	Photo Addendum	Legal	1
Photograph Addendum (Letter Size)	Photo Addendum	Letter	1
Rental Photos	Rental Photos	Legal	1
Rental Photos (4 x 6 Letter Size)	Rental Photos	Letter	1
Rental Photos (4 x 6)	Rental Photos	Legal	1
Rental Photos (Letter Size)	Rental Photos	Letter	1
Subject Interior Photos	Subject Photos	Legal	1
Subject Interior Photos (4 x 6 Letter Size)	Subject Photos	Letter	1
Subject Interior Photos (4 x 6)	Subject Photos	Legal	1
Subject Interior Photos (Letter Size)	Subject Photos	Letter	1
Subject Photos	Subject Photos	Legal	1
Subject Photos (4 x 6 Letter Size)	Subject Photos	Letter	1
Subject Photos (4 x 6)	Subject Photos	Legal	1
Subject Photos (Letter Size)	Subject Photos	Letter	1

Residential Forms

Description	Reference	Size	Pages
1-4 Unit Property Inspection Report	1013	Letter	1
Condominium Appraisal Report	Condominium	Legal	2
Desktop Appraisal	Desktop Appraisal	Legal	4
Desktop Underwriter Individual Cooperative Interest Appraisal Report	2095	Legal	5
Desktop Underwriter Property Inspection Report	2075	Legal	1
Desktop Underwriter Qualitative Analysis Appraisal Report	2065	Legal	3
Desktop Underwriter Quantitative Analysis Appraisal Report	2055	Legal	3
ERC Broker's Market Analysis	ERC Broker	Legal	3
ERC Homeowner Disclosure Statement	ERC Home Disclosure	Letter	2
ERC Relocation Home Inspection Report	ERC Home Inspection	Letter	5
ERC Relocation Home Inspection Report Summary	ERC Home Summary	Letter	1

ERC Residential Appraisal Report	ERC Residential	Legal	6
ERC Summary Appraisal Report	ERC Summary	Legal	6
Housing Inspection Report	2700	Legal	4
Individual Cooperative Interest Appraisal Report	1075	Legal	3
Loan Prospector Condition and Marketability Report	2070	Legal	2
Loan Prospector Quantitative Analysis Appraisal Report	FMac 2055	Legal	3
Loan Valuation Summary for Second Mortgages	219	Legal	1
Master Residential Appraisal Report	2045	Legal	5
Mobile Home Appraisal Report	Mobile Home	Legal	2
MREC Desk Property Evaluation	MREC Eval	Legal	1
Real Estate Evaluation Analysis	Evaluation	Legal	2
Real Estate Evaluation Report	FW69	Legal	1
RealValue Restricted Use Appraisal Report	RealValue	Legal	2
Recertification of Value Limited Appraisal	ROV Limited	Legal	1
Recertification of Value Report	ROV	Legal	1
Residential Appraisal Report Short Form	704	Legal	1
Restricted Appraisal Limited Appraisal Depart. Disc.	FW79	Legal	1
Restricted Appraisal Limiting Conditions	FW79	Legal	2
Restricted Appraisal Report	FW79	Legal	1
Small Residential Income Property (10/94)	FMae 1025	Legal	4
Uniform Residential Appraisal Report	FMae 1004	Legal	2
Vacant Land Appraisal Report	Vacant Land	Legal	1

Residential Review Forms

Description	Reference	Size	Pages
Additional One-Unit Residential Review (2000) Comparables (12/2002)	2000 Comps	Legal	1
Additional Residential Review (2004) Comparables	2004 Comps	Legal	1
Additional Residential Review (2006) Comparables	2006 Comps	Legal	1
Certification and Limiting Conditions (Review)	Review Certification	Legal	1
One-Unit Residential Appraisal Field Review Report (12/2002)	2000	Legal	4
Residential Appraisal Review	2002	Legal	2
Residential Appraisal Review Narrative	2004	Legal	2
Residential Appraisal Review Short Form	2006	Legal	2
Residential Field Review	2000	Legal	2

Getting the Very Latest Update

If you are starting Appraisal Studio for the first time, it is recommended that you get the latest update. In an effort to serve you better and produce market-leading software, our programmers are constantly upgrading, improving and adding new features and forms. Although United Systems makes its best effort to ship you the very latest edition, it is possible that a later version exists on our computer system. Thus, we recommend that you get the latest upgrade.

You can get the latest update 24 hours a day, 7 days a week. The automatic update feature will compare the version of your Appraisal Studio software with the latest version at United Systems. If your version of Appraisal Studio needs upgrading, the latest version will be downloaded and installed automatically.

Note: *One of the advantages of enrolling in our Technical Support Membership Program is the comprehensive Version Insurance Protection (VIP) Program. United Systems Software Company offers VIP to provide its customers with the latest product upgrades, newest product information, discounts on future purchases and access to the United Systems Product Support Line. If you are a current Appraisal Studio Support Member you are entitled to receive upgrades. You should take advantage of this valuable feature by upgrading periodically.*

When forms change, regulations change or new features are added to the software you can ensure that you'll receive the latest update by enrolling today. For pricing and other information, please contact your Account Representative.

Purchasing New Appraisal Studio Products

If you decide to purchase additional United Systems products, such as inFocus, inBox or the Comp Database Module, these products can now be activated without re-installing Appraisal Studio.

Click on **Tools** in the Menu Bar and then click on **Purchase New Products**. Type in your account number and the new activation code, then click on **OK**. This will unlock the newly purchased products.

To purchase new products, please contact your Account Representative at 1-800-969-6006.

APPENDIX A

Appraisal Studio provides you with the means of signing your report digitally with an electronic signature. Print out the following page and sign inside the box, and then print out or type your name on the line next to the signature. You may add a stamp to this form, if required by state.

Send the form to United Systems and we will create a signature disk to send back to you for installation. This form will be used to enter your signature electronically into the system. Signing your document will be as easy as clicking on the appraisal reports signature line at the end of the report.

Note: *Signature must fit within the box. Parts of you signature that fall outside of the box will be cut off on all electronically signed documents.*

Company name _____ **Account #** _____

Please sign your name in the boxes below, being careful to stay within the lines, as shown in the example. Make additional copies of this form if you need to send in more signatures, now or in the future. Because facsimile machines will distort your signature, please mail this form to us at: **United Systems Software, 617 S. Rockford Drive, Tempe AZ, 85281**. United Systems will create an encrypted signature disk from this form. To purchase signatures, please contact your account representative. When you receive your signature diskette, please refer to the Getting Started section for adding a New User.

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

APPENDIX B

Installing to a Network

This appendix shows you how to install Appraisal Studio to a Peer-to-Peer network and to a Dedicated Server (Client/Server) network. From the beginning, Appraisal Studio was designed to function on and take full advantage of today's networks. While there are many advantages to networking your computers, Appraisal Studio will still work on stand-alone computers.

Note: *Appraisal Studio uses long file names. If your network does not support long file names, you will have to update and/or replace your network operating system.*

What is a Network?

Networks are one or more computers connected to each other or to a central server allowing users to share resources such as documents or printers. Networks are used to coordinate, connect, and control data in a structured, timely, and robust fashion. Today's networks allow users to share various resources such as files or CD-ROMs even if these resources are not actually present on their computer.

There are two types of networks, Local Area Networks (LAN) and Wide Area Networks (WAN). Appraisal Studio can make efficient use of both of these networks. A LAN is a network of computers and peripherals that extends over small areas, usually one building, or a small campus. Appraisal Studio uses LAN to connect appraisers' computers together to share files.

A WAN is any network that covers wide areas and requires special communication devices to make the connection over long distances and the need for telephone, satellite, or microwave equipment to facilitate the connection. An example of WAN is the Internet. Appraisal Studio uses the Internet to transmit appraisal reports to lenders.

Network Advantages

There are many advantages for setting up a network. These advantages include increased productivity, electronic messaging, sharing of files, system and file security, centralized file location, easy file backups, sharing of printers, etc.

Increased productivity can be achieved by networking Appraisal Studio. For example, you could download pictures from your camera to one computer while you fill out the forms on another computer. You can share the photo library with all appraisers on the network. You can also take a picture of a subject or a comparable and use the photo by simply including that address on the primary URAR form.

Networks will allow you to share files. These files may consist of appraisal reports, appraisal orders, skeleton files, and macros. If Appraisal Studio is set up on a network, an appraisal that is done by one appraiser can be cloned and used by another appraiser in that office. Quick Entries (Macro Entries) can be shared throughout your network. Thus, the Quick Entry that is entered by one appraiser can be accessed and used by all the other users.

You can also print to any printer attached to your network even if that printer is not connected to your computer. This allows many users to share a printer, saving you both money and space.

If your data files are stored in a central location, file administration and backups are much easier. Backing up your data files is extremely important. Often hard drives can fail without any warning signs resulting in the tragedy of losing years of appraisal work. If Appraisal Studio is networked, all data files will be stored in a central location. Now, instead of going to several different computers to perform your backup duties, it can be done from one computer.

As you can see, there are several advantages to networking computers. You can save time, money, space, and increase your productivity by using a network. While using a network is just as easy as using a stand-alone computer, setting up a network can be a complicated procedure. It is extremely important to set up your network properly. Thus, it

is recommended that a professional computer technician set up your network. If you do not already have a competent network technician available, United Systems Software Company may be able to recommend one in your area.

Types of Networks

The two main types of PC based networks are Peer-to-Peer and Dedicated File Server networks. Server based networks, also called client/server networks, are defined by the presence of dedicated servers on a network that provide security and administration of the network. In order to operate server-based networks, workstations must rely on the services that the server provides, such as file storage and printing. The server is the central controlling computer in a Dedicated Server network and users don't usually do their work directly on that server.

Server Based Network

Peer-to-Peer networks are defined by a lack of central control over the network. There are no servers in peer networks. Users simply share disk space and resources such as printers, as they see fit. In a Peer-to-Peer network, users work directly on all computers.

Server Based networks contain a central file server that stores the data for all users on the network in a central location. Usually this is a dedicated server, and users do not work directly on this computer. The server also controls the security of the network. The server dictates which users have access to the different parts of the network and can limit the users to certain privileges. The server also may perform other services such as printing, Internet hosting and message transfers.

Server Based Networks have many advantages, especially for client/server networks. They are: server-based networks are usually very reliable and offer higher performance than Peer-to-Peer networks; strong central security; central file storage which allows all users to work from the same set of data and provides back up of critical data. The ability to share expensive equipment such as laser printers optimized dedicated servers that are faster than peers at sharing network resources. Less intrusive security since a single password allows access to all shared resources on the network. Freeing users of managing resources, easy manageability of large networks and central organization that keeps data from getting lost.

Peer networks also have their disadvantages, although they are mostly related to the cost of the server equipment, including: expensive dedicated hardware, expensive network operation system software and client licenses and a network administrator.

Peer-to-Peer Network

One significant difference between Peer-to-Peer networks and client/server networks is how they implement security features. Peer-to-Peer networks usually are less secure than Server Based networks. In a Peer-to-Peer network, the user whose computer is attached to the resource can control each particular resource and must know the password to each resource. Also, Peers are not optimized to share resources. Users of a Peer computer may notice a significantly degraded performance when other users are accessing the resource attached to their computers.

Peer-to-Peer Networks have many advantages, especially for small businesses that cannot afford to invest in expensive server hardware and software. These advantages include the following: No extra investment in server hardware or server software is required; easier setup; no network administrator required; ability of users to control resource sharing; no reliance on other computers for their operation; and lower cost for small networks.

Peer networks also have their disadvantages including: Additional load on computers because of resource sharing; inability of peers to handle as many network connections as servers; lack of central organization, which can make data hard to find; no central point of storage for file archiving; requirement that users administer their own computer; week and intrusive security; and lack of central management, which makes large peer networks hard to manage.

Some additional equipment needed for a Peer-to-Peer network are: a Network Card (one per Computer), Miscellaneous cabling, and a Multi-port Network Hub.

Which network should I implement?

When deciding which type of network to use, your primary consideration will be whether you can afford a network file server, network operation system software and the cost of an administrator. If you can, this is the way to go. If you cannot, use a peer-based network.

It is possible to organize a peer-based network in a fashion similar to a server-based network by using a single, powerful computer to store network files and share resources such as printers. Then you will be able to administer shared resources centrally and backup your network in one location. Peers used in this way are called non-dedicated servers.

Installing Appraisal Studio on a Peer-to-Peer Network

Requirements

To install Appraisal Studio on a peer-based network, select the most powerful computer in your peer group. The most powerful computer is the one with the fastest CPU, the one with the most amount of RAM and with the largest hard drive. Make sure that the computer meets, or preferably, exceeds the minimum requirements stated in the Appraisal Studio Requirements section. This is the computer that will be used as the non-dedicated server.

Note: *If you have a previous version of Appraisal Studio installed on your computer and it is your intent to reinstall Appraisal Studio, it is highly recommended that you install Appraisal Studio in the same directory as the previous version. If you install it into a different directory, you will not be able to access the previous version. Also, close all programs before running Appraisal Studio's install program.*

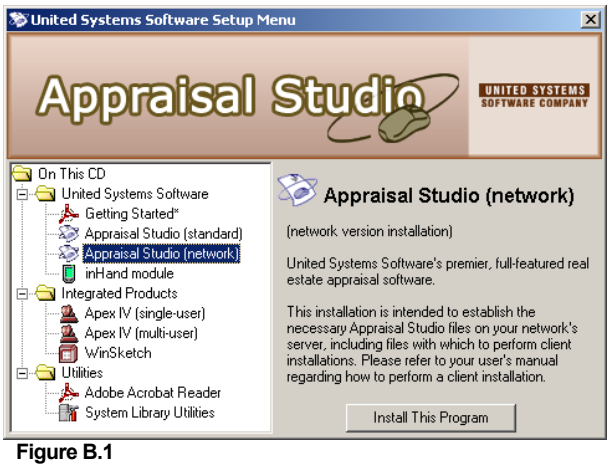
Map Network Drive on each Workstation

Map a network drive on each workstation to point to a hard drive on the non-dedicated server. (You can skip this step if your network administrator has already mapped a network drive.) To map a network drive, double-click on the Network Neighborhood icon on your desktop. Then double-click on the non-dedicated server and right-click on the drive where you are going to install Appraisal Studio. Choose "Map Network Drive" and select a drive letter by clicking on the drop-down box. Repeat this process for each workstation. It is a good idea to choose the same drive letter, the "C" drive for the non-dedicated server and the "F" drive for each workstation.

Appraisal Studio (Server Installation)

An Appraisal Studio network installation actually consists of two types of installations. The server installation (which is performed only once on the non-dedicated server) and the workstation or client installation (which is performed on each workstation intending to run Appraisal Studio).

To install Appraisal Studio (network) to the non-dedicated server, choose "Appraisal Studio (network)" from the setup menu (**Figure B.1**). Click the "Install This Program" to start the installation process. Move though the installation wizard by clicking the "Next" or "Yes" buttons. It is highly recommended that you install to the default destination location, which is **C:\Program Files\United Systems\Appraisal Studio**. You can cancel the Appraisal Studio installation at anytime by clicking on the "Cancel" button.


United Systems Software Setup Menu
Appraisal Studio
UNITED SYSTEMS SOFTWARE COMPANY
On This CD
United Systems Software
Getting Started*
Appraisal Studio (standard)
Appraisal Studio (network)
inHand module
Integrated Products
Apex IV (single-user)
Apex IV (multi-user)
WinSketch
Utilities
Adobe Acrobat Reader
System Library Utilities
Appraisal Studio (network)
(network version installation)
United Systems Software's premier, full-featured real estate appraisal software.
This installation is intended to establish the necessary Appraisal Studio files on your network's server, including files with which to perform client installations. Please refer to your user's manual regarding how to perform a client installation.
Install This Program
Figure B.1

The installation process installs all the necessary shared files to the non-dedicated server. At the end of the installation you may be prompted to reboot the computer. The server installation does not install any desktop icons or program groups. In order to run Appraisal Studio, you will need to perform the client installation on each workstation intending to run Appraisal Studio.

Appraisal Studio (Client Installation)

The client installation is not started from the setup menu. Instead the client installation files were installed during the server installation. You will need to navigate to the "Install Client" folder and run the "Setup.exe" file, which is typically found at **C:\Program Files\United Systems\Appraisal Studio\Install Client** on the non-dedicated server and **F:\Program Files\United Systems\Appraisal Studio\Install Client** on each workstation.

Move though the installation wizard by clicking the "Next" button. It is highly recommended that you install to the default destination location, which is **C:\Program Files\United Systems\Appraisal Studio**. You can cancel the Appraisal Studio installation at anytime by clicking on the "Cancel" button.

The installation process installs all the necessary files to the workstation. At the end of the installation you may be prompted to reboot the computer. It's always a good idea to reboot the computer to give the operating system a chance to update any system settings. The client installation installs the desktop icon and program group. To run Appraisal Studio, click on the desktop icon. Once you log into Appraisal Studio for the first time, you will be prompted to enter your activation information (**Figure B.2**). If you are evaluating Appraisal Studio, click the "Continue Trail Evaluation". The evaluation period lasts for 30 days.

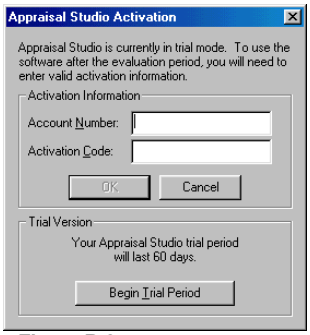

Appraisal Studio Activation
Appraisal Studio is currently in trial mode. To use the software after the evaluation period, you will need to enter valid activation information.
Activation Information
Account Number:
Activation Code:
OK
Cancel
Trial Version
Your Appraisal Studio trial period will last 60 days.
Begin Trial Period

Figure B.2

Installing Appraisal Studio to a Dedicated File-Server Network

Requirements

Make sure that the computer meets, or preferably, exceeds the minimum requirements stated in the Appraisal Studio Requirements section.

Note: *If you have a previous version of Appraisal Studio installed on your computer and it is your intent to reinstall Appraisal Studio, it is highly recommended that you install Appraisal Studio in the same directory as the previous version. If you install it into a different directory, you will not be able to access the previous version. Also, close all programs before running Appraisal Studio's install program.*

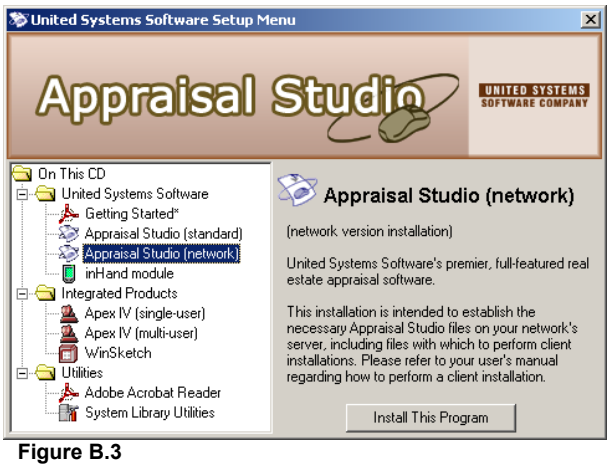
Map Network Drive on each Workstation

Map a network drive on each workstation to point to a hard drive on the server. (You can skip this step if your network administrator has already mapped a network drive.) To map a network drive, double-click on the Network Neighborhood icon on your desktop. Then double-click on the server and right-click on the drive where you are going to install Appraisal Studio. Choose "Map Network Drive" and select a drive letter by clicking on the drop-down box. Repeat this process for each workstation. It is a good idea to choose the same drive letter, the "C" drive for the server and the "F" drive for each workstation.

Appraisal Studio (Server Installation)

An Appraisal Studio network installation actually consists of two types of installations. The server installation (which is performed only once on the server) and the workstation or client installation (which is performed on each workstation intending to run Appraisal Studio).

To install Appraisal Studio (network) to the server, choose "Appraisal Studio (network)" from the setup menu (**Figure B.3**). Click the "Install This Program" to start the installation process. Move though the installation wizard by clicking the "Next" or "Yes" buttons. It is highly recommended that you install to the default destination location, which is **C:\Program Files\United Systems\Appraisal Studio**. You can cancel the Appraisal Studio installation at anytime by clicking on the "Cancel" button.


United Systems Software Setup Menu
Appraisal Studio
UNITED SYSTEMS SOFTWARE COMPANY
On This CD
United Systems Software
Getting Started*
Appraisal Studio (standard)
Appraisal Studio (network)
inHand module
Integrated Products
Apex IV (single-user)
Apex IV (multi-user)
WinSketch
Utilities
Adobe Acrobat Reader
System Library Utilities
Appraisal Studio (network)
(network version installation)
United Systems Software's premier, full-featured real estate appraisal software.
This installation is intended to establish the necessary Appraisal Studio files on your network's server, including files with which to perform client installations. Please refer to your user's manual regarding how to perform a client installation.
Install This Program
Figure B.3

The installation process installs all the necessary shared files to the server. At the end of the installation you may be prompted to reboot the computer. It's always a good idea to reboot the computer to give the operating system a chance to update any system settings. The server installation does not install any desktop icons or program groups. In order to run Appraisal Studio, you will need to perform the client installation on each workstation intending to run Appraisal Studio.

Appraisal Studio (Client Installation)

The client installation is not started from the setup menu. Instead the client installation files were installed during the server installation. You will need to navigate to the "Install Client" folder and run the "Setup.exe" file, which is typically found at **C:\Program Files\United Systems\Appraisal Studio\Install Client** on the server and **F:\Program Files\United Systems\Appraisal Studio\Install Client** on each workstation.

Move though the installation wizard by clicking the “Next” button. It is highly recommended that you install to the default destination location, which is **C:\Program Files\United Systems\Appraisal Studio**. You can cancel the Appraisal Studio installation at anytime by clicking on the “Cancel” button.

The installation process installs all the necessary files to the workstation. At the end of the installation you may be prompted to reboot the computer. The client installation installs the desktop icon and program group. To run Appraisal Studio, click on the desktop icon. Once you log into Appraisal Studio for the first time, you will be prompted to enter your activation information (**Figure B.4**). If you are evaluating Appraisal Studio, click the “Continue Trail Evaluation”. The evaluation period lasts for 30 days.

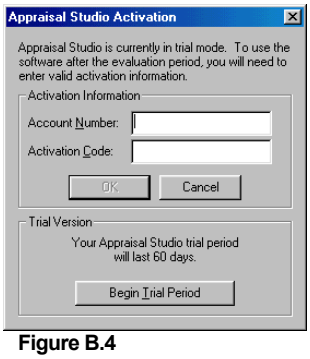

Appraisal Studio Activation
Appraisal Studio is currently in trial mode. To use the software after the evaluation period, you will need to enter valid activation information.
Activation Information
Account Number:
Activation Code:
OK
Cancel
Trial Version
Your Appraisal Studio trial period will last 60 days.
Begin Trial Period

Figure B.4

GLOSSARY

Administrator - Default user account Appraisal Studio provides; named accordingly because that account has access to powerful program tools.
Briefcase - A way to copy a file from Appraisal Studio to a floppy disk for portability; represented by a briefcase icon.
Click - Depress the left side button of the mouse. This is located under the index finger of your hand.
Cloning - Method by which a new report is created by copying from another.
Cursor - Blinking vertical line that indicates which field or area a user is currently in or using.
Double-click - Depress the mouse twice, consecutively.
Drag - To point to an item and hold down the left hand side of the mouse button. Move the mouse and the item to a new location.
Drop-down menu - A data field with a box showing an arrow pointing down on the right-hand side. When clicked on, a drop-down menu will appear allowing you a list of options to choose from.
EDI (Electronic Data Interchange) - Sending a report from one computer to another via email.
Field - The area where data is entered into the program. In Appraisal Studio, the fields are indicated by a color blue with an active field indicated by the color yellow.
Folder - Storage device of files in a program or on a computer.
Fonts - The appearance and size of a character in a program.
Function Keys - Keys at the top of your keyboard that have "F" followed by a number. They allow quick access of a function with a single key click.
Menu Bar - Located under the Title Bar, a row of categories that offers a means to access many of the features within the program. You will recognize this bar within any program that you run. The row starts with File, Edit, View, etc.
Password - Single word, which restricts unauthorized access to program. By default the Appraisal Studio password is "password".
Quick Entries - Also called macros - A popup window that allows the entry of a single word or a string of text to populate a filed with a double click of the mouse.
Recycle Bin - The location where deleted items are sent; can be restored from there until recycle bin is emptied.
Remote Mailbox - Method of sending an appraisal report via e-mail consisting of an e-mail address and format type.
Right-click - Depress the right side button of the mouse. This is located under the ring finger of your hand.
Scanner - Hardware device that allows a printed page to be converted into a computer file.
Skeleton - A report filled out with standard information which when used to create a new report minimizes data entry.
Signature Disk - A floppy disk that established a user account in Appraisal Studio that can electronically sign an appraisal.
Spell checker - A program within a program that will check to see all data and text is spelled properly and allow for corrections automatically.
Sub-Folder - Same as a folder but is located in a directory or folder.
Template - Standard set of forms created by a user allowing a new report to be created quickly (Forms only – No data).
Title Bar - Located at the top right hand corner of any program running in a Windows environment. It is a solid color bar with the name of the program that is running.
Tool Bar - Located directly beneath the Menu Bar, this is a collection of icon buttons that provide a shortcut to many of the function features in the Menu Bar.
Zoom Page Display - Allows user to increase the size of the form and the text on screen only. Doesn't affect printing.

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